

ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)

TRANSMISSION TO ARMY ELECTRONIC ARCHIVES (AEA)

**ADMINISTRATIVE SERVICES DIVISION
DIRECTORATE OF HUMAN RESOURCES
FORT KNOX, KY
Phone: 502-624-7500**

OBJECTIVES

- Duties and responsibilities of all involved in the recordkeeping process.
- Introduction to AEA.
- Bulk Archive Tool (BAT).
- Future plans for transmission of Transfer (T) and Transfer Permanent (TP) records.
- Relocating files during BRAC.
- Walk through, talk through transmission of records to AEA.
- Hand on exercise uploading to the Army Electronic Archives.

ARMY ELECTRONIC ARCHIVES

- Automated web-based tools/technology.
- RHA/AEA.
- Record copy of long term and permanent records to the AEA.
- Electronic storage/retrieval.
- Records Coordinator has responsibility for transmitting to AEA.
- Manages long-term and permanent records.
- Simplifies recordkeeping.

WHY SHOULD WE TRANSMIT TRANSFER FILES (T-FILES) TO THE AEA?

- Paperwork Reduction Act of 1995 and Clinger-Cohen Act (CCA) of 1996.
- US Army Garrison, Fort Knox, desire to digitize RHA.
- Department of the Army's desire to digitize files.
- Individuals who transmit to AEA can retrieve from the web at any time.
- No hard copies transferred to the Records Holding Area (RHA).
- Space saved in office areas and RHA; T and TP records may be sent to AEA as soon as they are complete.
- RHAM destroys records at appropriate time in ARIMS (records under Installation RM responsibility).
- No file labels or papers required for T-files.
- Can create Office Records Lists (ORLs) dating back to 1900.

WHY SHOULD WE TRANSMIT TRANSFER FILES (T-FILES) TO THE AEA? (CONTINUED)

- For those organizations affected by BRAC, less paper shipped to gaining installation.
- Money and time saved shipping records from the RHA to record centers.
- Time saved in the records search and destroy process.
- Can also store Keep-files (K-files) on the share drive – RC/AOs destroy at appropriate time. Cross reference sheet will be maintained in files areas for K-files store on the share drive.

DUTIES

- **Action Officer (AO).**

- Places files in the shared folder or on CD (organization option).
- Verifies all documents on the share drive or CD with appropriate names (saves files with a retrievable name).
- Maintains ARIMS account for assigned unit/organization.
- Coordinates with Records Coordinator for problem resolution.

- **Records Coordinator (RC).**

- Creates folders and subfolders on the shared drive and in ARIMS.
- Transmits files to AEA with a retrievable name.
- Verifies all documents are in the AEA.
- Provides guidance to AOs under his/her responsibility for problem resolution.
- Monitors ARIMS accounts under his/her responsibility.
- Notifies RM of new office symbol requirements or deactivation/reassignment of users.
- Updates RC duty appointments and submits annually to Installation RM.
- Establishes a cross-training program for RCs and AOs.

DUTIES (CONTINUED)

- **Installation Records Manager (RM).**

- Responsible for the Installation Records Management Program.
- Inspects units.
- Deactivates users not requiring access to ARIMS.
- Provides guidance to RCs.
- Obtains approval of office symbols from Records Administrator.
- Maintains a basic ARIMS training program (6 classes annually).
- Maintains the AEA training program for RCs (4 classes annually).

- **Records Holding Area Manager (RHAM).**

- Monitors files in the AEA under his/her responsibility and destroys at appropriate time.
- Assists in the files retrieval process.
- Accepts T and TP records granted an exception to policy by Installation RM.
- Continues to ship and destroy records annually.

DISPOSITION INSTRUCTIONS

- **Two Types of Records.**

- Short-term – Have no value beyond the business process, coded “K” for KEEP.
- Long-term – Have value beyond the business process: for historical, lessons learned, or research purposes, coded “T” for TRANSFER.
- Number code added for retention period or the letter “P” for PERMANENT retention.

- **Disposition Codes.**

- **K3** – Keep for 3 years then DEST (Ex: COFF 31 Dec 10, DEST Jan 14).
- **KE** – Keep until event occurs.
- **KE4** – Keep until event occurs plus 4 years (ACTIVE and INACTIVE)
- **KN** - Time period unknown, keep NLT 6 years.
- **KEN** – Keep until event and then NLN, but NLT 6 years.
- **T** – Transfer. Review disposition instructions. If stated to transfer to RHA/AEA, record will be transmitted to AEA.
- **TE** – Event driven. Keep until event, NLN. If stated to transfer to RHA/AEA, only INACTIVES records will be transmitted to AEA.
- **TP & TEP** – Permanent retention. Review disposition instructions.

TIMEFRAME AND DUTIES FOR SCANNING AND SENDING TO ARMY ELECTRONIC ARCHIVES INDIVIDUALLY – BAT SAVES MUCH TIME (WORSE CASE SCENARIO – MANUAL FLIPPING WHILE SCANNING)

Action	# Pgs/Docs	Responsibility	Time	Comments
Scan from copier to e-mail	96 pgs/64 docs	Action Officer	22 min	
	114 pgs/87 docs		32 min	
	180 pgs/20 docs		39 min	
Save docs on share drive/ CD	96 pgs/64 docs	Action Officer	1 hr, 25 min	Save docs under & name that will be easy to retrieve
	114 pgs/87 docs		1 hr, 15 min	
	180 pgs/20 docs		44 min	
Verified docs are save on share drive/CD correctly	96 pgs/64 docs	Action Officer	24 min	Verify all documents are on the share drive or the CD before transfer to Record Coord
	114 pgs/87 docs		23 min	
	180 pgs/20 docs		20 min	
Upload Docs to ARIMS	96 pgs/64 docs	Records Coordinator	57 min	Ensure use of correct RN, folder, & year. Subject will be used for retrieval purposes in the future.
	114 pgs/87 docs		1 hr, 37 min	
	180 pgs/20 docs		30 min	
Verify Doc in ARIMS & conduct a search	96 pgs/64 docs	Records Coordinator	22 min	Searching for a doc takes 2 minutes versus the 15 min minimum it takes for the RHA. RHA sometimes takes longer
	114 pgs/87 docs		17 min	
	180 pgs/20 docs		14 min	

Average time Action Officer spends on one folder: 2 hrs, 1 min.

- Scan (31 min), Save docs (1 hr, 8 min), & Verify (23 min).

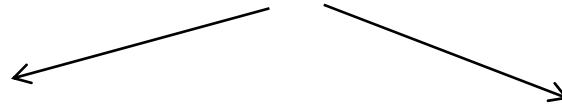
Average time Records Coordinator spends on one folder: 1 hr, 20 min.

- Upload (1 hr, 2 min) and Verify (18 min).

Total time spent on 1 folder: 3 hrs, 21 min.

**AVERAGE TIME TO SCAN A BOX OF FILES INDIVIDUALLY
(33 FOLDERS WITH AN AVERAGE OF 130 PAGES IN EACH)
(WORSE CASE SCENARIO)**

3 Hours, 21 Minutes Per Folder



ACTION OFFICER

Scan: 31 minutes
Save: 1 hour, 8 minutes
Verify Save: 23 minutes
Total: 2 hours, 1 minute per folder

RECORDS COORDINATOR

Upload to ARIMS: 1 hour, 2 minutes
Verify in ARIMS: 18 minutes
Total: 1 hour, 20 minutes per folder

**TOTAL PROCESSING TIME FOR 1 TO 14 BOXES OF FILES
3 HRS, 21 MINS x 33 = 111 HRS PER BOX**

	1 Person (AO & RC) (Primary)	2 Personnel (AO & RC) (Primary and Alternate)
1 box: 111 hrs/12 months	= 9.25 hrs per month	4.6 hrs per month
2 boxes: 222 hrs/12 months	= 18.5 hrs per month	9.25 hrs per month
3 boxes: 333 hrs/12 months	= 27.75 hrs per month	13.8 hrs per month
4 boxes: 444 hrs/12 months	= 37 hrs per month	18.5 hrs per month
5 boxes: 555 hrs/12 months	= 46.25 hrs per month	23.1 hrs per month
6 boxes: 666 hrs/12 months	= 55.5 hrs per month	27.75 hrs per month
7 boxes: 777 hrs/12 months	= 64.75 hrs per month	32.37 hrs per month
8 boxes: 888 hrs/12 months	= 74 hrs per month	37 hrs per month
9 boxes: 999 hrs/12 months	= 83.25 hrs per month	41.62 hrs per month
10 boxes: 1110 hrs/12 months	= 92.5 hrs per month	46.25 hrs per month
11 boxes: 1221 hrs/12 months	= 101.75 hrs per month	50.87 hrs per month
12 boxes: 1332 hrs/12 months	= 111 hrs per month	55 hrs per month
13 boxes: 1443 hrs/12 months	= 120.25 hrs per month	60.12 hrs per month
14 boxes: 1554 hrs/12 months	= 129.5 hrs per month	64.75 hrs per month

AVERAGE TIME TO SCAN A BOX OF FILES INDIVIDUALLY (33 FOLDERS WITH AN AVERAGE OF 130 PAGES IN EACH) (WORSE CASE SCENARIO)

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Total: 2 hours, 1 minute per folder

RECORDS COORDINATOR

Upload to ARIMS: 1 hour, 2 minutes
Verify in ARIMS: 18 minutes
Total: 1 hour, 20 minutes per folder

TOTAL PROCESSING TIME FOR 15 TO 28 BOXES OF FILES 3 HRS, 21 MINS x 33 = 111 HRS PER BOX

1 Person (AO & RC) (Primary)

2 Personnel (AO & RC) (Primary and Alternate)

15 boxes: 1665 hrs/24 months	=	69.3 hrs per month	34.6 hrs per month
16 boxes: 1776 hrs/24 months	=	74 hrs per month	37 hrs per month
17 boxes: 1887 hrs/24 months	=	78.6 hrs per month	39.3 hrs per month
18 boxes: 1998 hrs/24 months	=	83.25 hrs per month	41.6 hrs per month
19 boxes: 2109 hrs/24 months	=	87.8 hrs per month	43.9 hrs per month
20 boxes: 2220 hrs/24 months	=	92.5 hrs per month	46.25 hrs per month
21 boxes: 2331 hrs/24 months	=	97.12 hrs per month	48.5 hrs per month
22 boxes: 2442 hrs/24 months	=	101.75 hrs per month	50.8 hrs per month
23 boxes: 2553 hrs/24 months	=	106.3 hrs per month	53.1 hrs per month
24 boxes: 2664 hrs/24 months	=	111 hrs per month	55.6 hrs per month
25 boxes: 2775 hrs/24 months	=	115.6 hrs per month	57.8 hrs per month
26 boxes: 2886 hrs/24 months	=	120.2 hrs per month	60.1 hrs per month
27 boxes: 2997 hrs/24 months	=	124.8 hrs per month	62.4 hrs per month
28 boxes: 3108 hrs/24 months	=	129.5 hrs per month	64.75 hrs per month

APPROVED PLAN FOR TRANSMISSION OF T and TP FILES

- **2006 Files (All files with a disposition of 6.25 years or more).**
 - 15 boxes or more: Jul 09 - Jul 11.
 - 14 boxes or less: Jul 09 – Jul 10 (should be completed this year!)
- **2007 Files (All files with a disposition of 6.25 years or more). If desired, may transmit T-files of T4 to T6.**
 - 15 boxes or more: Aug 11 – Aug 13.
 - 14 boxes or less: Aug 10 – Aug 11.
- **2008 Files (All files with a disposition of 6.25 years or more). If desired, may transmit T-files of T3 to T6.**
 - 15 boxes or more: Sep 13 – Sep 15 .
 - 14 boxes or less: Sep 11 – Sep 12.
- **2009 Files (All T-files). Should have been completed!**
- **2010 Files (All T-files). Must transmit to the AEA.**

REDUCTION OF HARD COPY RECORDS IN RECORDS HOLDING AREA THROUGH ATTRITION

**AS OF JANUARY 2009, HAVE 3,155 BOXES
(33 FOLDERS WITH AN AVERAGE OF 130 PAGES IN EACH)**

**3,160 BOXES IN 2009 (RHA Under Construction)
BEGIN WITH 2,793 BOXES IN 2010**

2010 = Transfer 80 boxes
Destroy 300 boxes
2,413 remaining

2011 = Transfer 50 boxes
Destroy 300
2,063 remaining

2012 = Transfer 50 boxes
Destroy 300
1,713 remaining

2013 = Transfer 50 boxes
Destroy 300
1,363 remaining

2014 = Transfer 50
Destroy 300
1,013 remaining

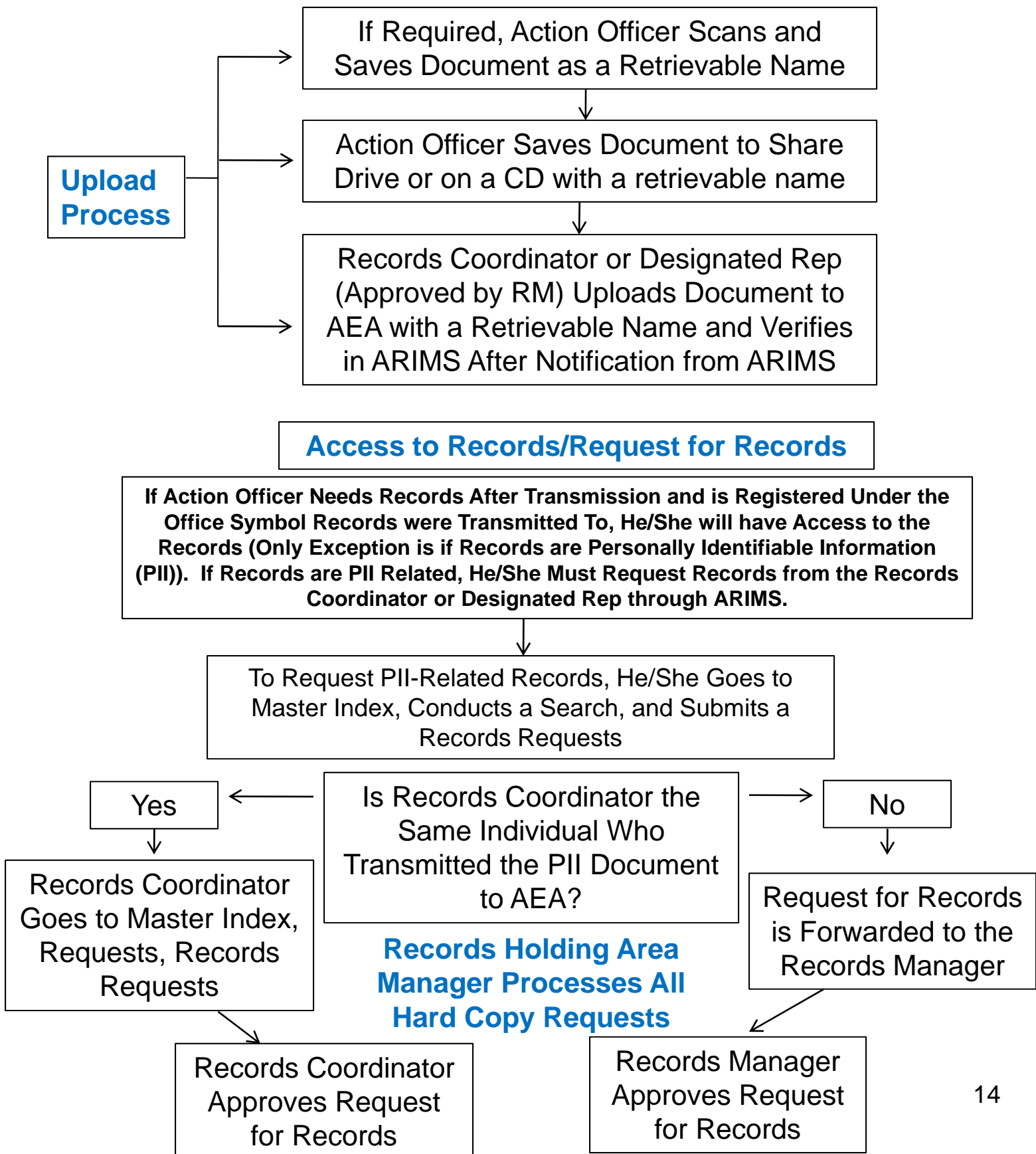
2015 = Transfer 50 boxes
Destroy 300 boxes
663 remaining

2016 = Transfer 50 boxes
Destroy 300 boxes
313 remaining

Approximately 313 boxes remaining:

- Moratoriums
- Historical & other files that cannot be scanned
- Exceptions (case-by-case basis)

RECORDS TRANSFER TO AEA AND RECORDS REQUEST PROCESS



TRANSMITTING RECORDS TO THE AEA

User Role Change Request to Records Coordinator (RC)

- Personnel designated as RCs will submit a User Role Request from Action Officer (AO) to RC.
 - Go to Account Admin.
 - Access Request.
 - User Role Change Request.
 - Select “Records Coordinator” from the dropdown arrow.
 - Reason for request will be that you are the RC. Enter what unit you are the RC for.
 - Click Submit.
 - Request will go to the Installation RM for approval (those organizations under Installation RM responsibility). Other requests will go the designated Records Manager.
 - If you have submitted the additional duty appointment for RC, your Role Change Request will be approved.
 - Once approved, go to Account Admin and Profile to verify your User Class has been changed from AO to RC.

TRANSMITTING RECORDS TO THE AEA (CONT'D)

Unit Access Request

- Submit a Unit Access Request for units under your responsibility.
 - Go to Account Admin, Access Request, Unit Access Request.
 - Select the appropriate ACOM/ASCC/DRI.
 - Select the UIC you will need access to. USAARMC RCs will have a long list of UICs to select from. At the top of your account spreadsheets that I e-mail, you will find a listing of the UICs.
 - Select the office symbol you will need access to.
 - UIC and office symbol must be the UIC and office symbol account was originally set up under.
 - Select your role from the dropdown.
 - Reason for request will be that you are the RC. Enter the unit you are the RC for.
 - Request will go to the Installation RM for approval (organizations under Installation RM responsibility).
 - If you have selected the correct UIC and office symbol and designated as the RC, request will be approved.
 - To verify you have access, select the appropriate UIC from the¹⁶ Home screen.

TRANSMITTING TO AEA

Creating an ORL

- Ensure there is an ORL for the year you are transmitting. If there is not an ORL for that year, create one from scratch.
 - Go to RM-Assist, Office Records List, Create, and Create from Scratch.
 - Ensure you create an ORL under the correct UIC.

ARIMS Home - Microsoft Internet Explorer

Address: <https://www.arims.army.mil/ARIMS/MainPage.aspx#>

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ARIMS
Army Records Information Management System

Home RRS-A RM-Assist RIPS Master Index Account Admin System Admin Help/Downloads Logout

Office Records List→
ORL Library→
View Proposed ORLs
Folders→
Create→
List ORLs
Report
Create from Scratch
Create by Copy
Create from Template
Create from Library

Welcome to the Army Records Management System (ARIMS)

Alerts
6 ORLs need your approval.

Login Options

Unit Selection
Unit Filter: Go
Select Unit:

Popular Links
RRS-A updates
RMDA web site
FOIA web site
ARIMS Web Based Training

Popular Downloads
ARIMS User's Guide
BAT User's Guide

Announcements as of 04/30/2008
*** CAC Logon is unavailable at this time ***
System Maintenance Schedule

[Previous Announcements](#)

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

https://www.arims.army.mil/ARIMS/RMAssist/ORLCreate/CreateORLScratch.aspx

Start My Documents Inbox - Microsoft Outlook Microsoft PowerPoint - [...] ARIMS Home - Micros... 3:37 PM

TRANSMITTING TO AEA

Creating an ORL (Continued)

- Select the office symbol where the record will be transmitted to.
- Type ORL name (mandatory).
- Select ORL year from the drop down. ORLs can be created dating back to 1900.
- Click “Create ORL.”

Create ORL From Scratch - Microsoft Internet Explorer

Address: <https://www.arims.army.mil/ARIMS/RMAssist/URLCreate/CreateORLSrch.aspx>

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ARIMS
Army Records Information Management System

Home | RRS-A | RM-Assist | RPS | Master Index | Account Admin | System Admin | Help/Downloads | Logout

Records Management - Create ORL From Scratch

Create the ORL by setting an Office Symbol, Name, and Year. After creation is complete, the ORL can be updated to add record instructions.

USA GARRISON FT KNOX - W6CDAA

Office Symbol: ←

Office Records List: *

ORL Year: ←

*** Required Field**

[Records Management and Declassification Agency](#) | [Administrative Assistant to the Secretary of the Army](#) | [Army Home Page](#)
[Freedom of Information Act/Privacy Act](#) | [Related Links](#) | [Privacy & Security Notice](#) | [DoD Web Policy](#) | [Online Help Desk](#)

ICE Interactive Customer Evaluation

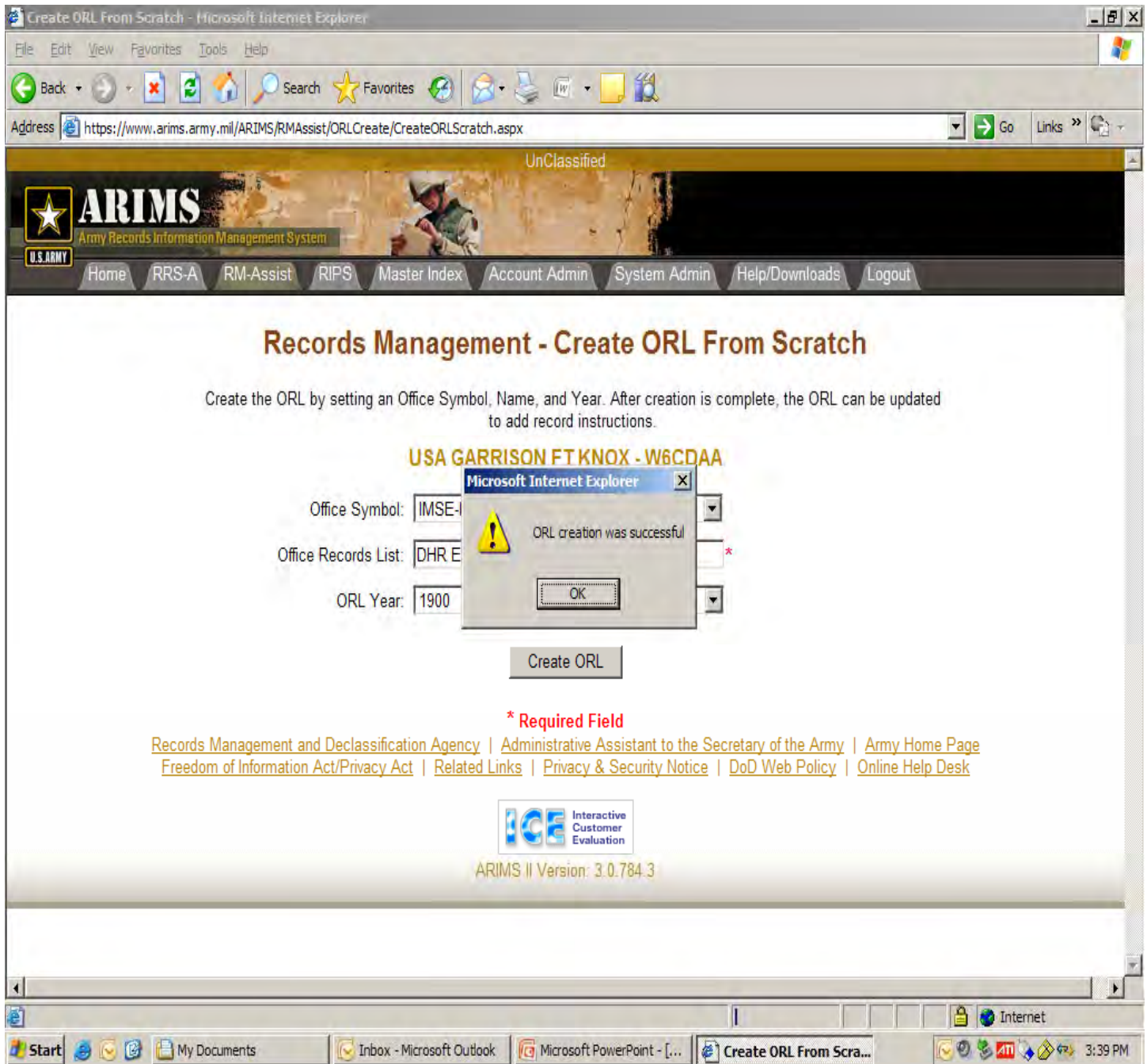
ARIMS II Version: 3.0.784.3

Start | My Documents | Inbox - Microsoft Outlook | Microsoft PowerPoint - [...] | Create ORL From Sca... | 3:37 PM

TRANSMITTING TO AEA

Creating an ORL (Continued)

- You will receive a notification that ORL creation was successful.
- Click “OK.”



TRANSMITTING TO AEA

Creating an ORL (Continued)

- The List of ORLs screen will appear showing the UIC and office symbol. Select the appropriate UIC and office symbol.
- Click “Submit.”

List of ORLs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://www.arims.army.mil/ARIMS/RMAssist/ListORL/ListORLs.aspx?OffSymID=44071&templateID=100220> Go Links

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ARIMS
Army Records Information Management System

U.S. ARMY

Home RRS-A RM-Assist RIPS Master Index Account Admin System Admin Help/Downloads Logout

Records Management - List of ORLs

This is a list of all ORLs for the selected Office Symbol. From here you can choose to update, rename, view/print, or submit an ORL as proposed, once the ORL has been selected.

ACOM/ASCC/DRU:

Unit:

Office Symbol:

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[Freedom of Information Act/Privacy Act](#) | [Related Links](#) | [Privacy & Security Notice](#) | [DoD Web Policy](#) | [Online Help Desk](#)

ICE Interactive Customer Evaluation

ARIMS II Version: 3.0.784.3

Done

Start My Documents Inbox - Microsoft Outlook Microsoft PowerPoint - [...] List of ORLs - Microso...

Internet 3:41 PM

TRANSMITTING TO AEA

Creating an ORL (Continued)

- You will see a screen showing ORLs and years for all ORLs created under this UIC and office symbol.
- Now, you are ready to create a folder to transmit documents to a specific ORL.

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ARIMS
Army Records Information Management System

Home RRS-A RM-Assist RIPS Master Index Account Admin System Admin Help/Downloads Logout

Records Management - List of ORLs

This is a list of all ORLs for the selected Office Symbol. From here you can choose to update, rename, view/print, or submit an ORL as proposed, once the ORL has been selected.

ACOM/ASCC/DRU: IMCOM

Unit: USA GARRISON FT KNOX - W6CDAA

Office Symbol: IMSE-KNX-HRSE *

Submit

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
DHR Editing	2009	Approved	IMCOM	USA GARRISON FT KNOX	IMSE-KNX-HRSE
DHR Editing	2008	Approved	IMCOM	USA GARRISON FT KNOX	IMSE-KNX-HRSE
DHR Editing	2007	Approved	IMCOM	USA GARRISON FT KNOX	IMSE-KNX-HRSE
DOIM Editing	2006	Approved	IMCOM	USA GARRISON FT KNOX	IMSE-KNX-HRSE
DOIM Editing	1999	Draft	IMCOM	USA GARRISON FT KNOX	IMSE-KNX-HRSE
DHR Editing	1900	Draft	IMCOM	USA GARRISON FT KNOX	IMSE-KNX-HRSE

Update Rename View/Print Submit as Proposed

ORL just created.

TRANSMITTING TO AEA

Creating a Folder for Electronic Filing

- Go to RM-Assist, Folders, and Create Folders.

ARIMS Home - Microsoft Internet Explorer

Address: <https://www.arims.army.mil/ARIMS/MainPage.aspx>

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ARIMS
Army Records Information Management System

Home RRS-A RM-Assist RIPS Master Index Account Admin System Admin Help/Downloads Logout

Office Records List→
ORL Library→
View Proposed ORLs
Folders→
Create Folders
Delete Folders
List Folders
Vital Record Review

Welcome to Army Records Information Management System (ARIMS)

Alerts
6 ORLs need your approval.

Login Options
Unit Selection
Unit Filter: Go
Select Unit:

Popular Links
RRS-A updates
RMDA web site
FOIA web site
ARIMS Web Based Training

Popular Downloads
ARIMS User's Guide
BAT User's Guide

Announcements as of 04/30/2008
*** CAC Logon is unavailable at this time ***
System Maintenance Schedule

[Previous Announcements](#)

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

<https://www.arims.army.mil/ARIMS/RMAssist/Folders/CreateMultiFolder.aspx>

Start ARIMS Home - Micros... Army Knowledge Online - ... Microsoft PowerPoint - [...] Fort Knox Policies (CG) 2:48 PM

ENSURE YOU HAVE THE CORRECT UIC

TRANSMITTING TO AEA

Creating a Folder for Electronic Filing (Continued)

- Select the office symbol, ORL, and Record Instruction you will be transmitting to (T and TP files only).
- Do not select “Hard Copy” since you will be submitting electronically.
- If desired, you can create subfolders within the folders. If you have only one folder, do not fill in “Names of New Folders.”
- Click “Add Folders.”

This screen allows you to create multiple electronic or hard copy folders at one time. To create folders, enter the folder names, one per line, into the Names field and click the Add Folder button. All folders that are created will be identical except for the name; they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that have been created.

If you have multiple hardcopy records that will occupy more than one folder, use the Multi-part checkbox, and enter the total number required in the Count: field.

USA GARRISON FT KNOX - W6CDAA

Office Symbol:

Office Records List:

Record Instruction:

Names of New Folders:

Hard Copy: ☐

Multi-part: ☐ Count:
☐ Show count in folder name?

Indexing for a Special Collection: ☐ Yes ☒ No

Special Collection:

Add Folders

You MUST add folders before you submit for creation

Ensure you select the correct Office Symbol, ORL, and Record Instruction.

Could be Cdr's policies, exercises, operations, etc.

TRANSMITTING TO AEA

Creating a Folder for Electronic Filing (Continued)

- Under “Add Folders,” the folder created will show. Add other folders as needed.
- After all electronic folders have been created, click “Submit.”

Create Multiple Folders - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://www.arims.army.mil/ARIMS/RMAssist/Folders/CreateMultiFolder.aspx> Go Links

If you have multiple hardcopy records that will occupy more than one folder, use the Multi-part checkbox, and enter the total number required in the Count: field.

USA GARRISON FT KNOX - W6CDAA

Office Symbol:

Office Records List:

Record Instruction: *

Names of New Folders:

Hard Copy: ☐

Multi-part: ☐ Count: ☐ Show count in folder name?

Indexing for a Special Collection: ☐ Yes ☒ No

Special Collection:

Title	Record Instruction	Special Collection	Media Type
25-30mm Publication record sets - Headquarters, Department of the Army, Chief of Staff, HQDA staff agency, major command, and subcommand	25-30mm Publication record sets - Headquarters, Department of the Army, Chief of Staff, HQDA staff agency, major command, and subcommand	None	Electronic Delete

Start Create Multiple Folders Army Knowledge Online Microsoft PowerPoint Fort Knox Policies (CG) Internet 2:51 PM

TRANSMITTING TO AEA Transmission

- Go to RIPS, Electronic Records, and Document Upload. You will see the screen below.
- Ensure you are uploading to the correct Office Symbol, ORL, Record Instruction, and Folder Title (if used).
- Click inside the “Path of File to Upload” field and click “Browse” to find the document and location.
- Double click the document to insert to the Path field.
- In the Subject field, enter a subject that will work well for retrieval purposes.
- Review all information entered closely and click “Upload Document.”

The screenshot shows a web browser window titled "Electronic Document Upload - Microsoft Internet Explorer". The address bar shows the URL: <https://www.arims.army.mil/ARIMS/RIPS/Electronic/Input/DocumentUpload.aspx>. The page has a header with the ARIMS logo and navigation links: Home, RRS-A, RM-Assist, RIPS, Master Index, Account Admin, System Admin, Help/Downloads, and Logout. The main content area is titled "Electronic Document Upload" and "USA GARRISON FT KNOX - W6CDAA". It contains several form fields: "Office Symbol" (dropdown menu with "IMSE-KNX-HRSE"), "Office Records List" (dropdown menu with "2009 - DHR Editing"), "Record Instruction" (dropdown menu with "25-30mm Publication record sets - Headqua"), "Folder Title" (dropdown menu with "Fort Knox Policy Memos"), "Path of File to Upload" (text field with "C:\Documents and Settings\cosette.h.tucker\My Documents\Editing (08)\Fort" and a "Browse..." button), "Subject" (text field with "K6-09, Environmental Sustainability Management System"), and "Abstract" (text area). There is an "Upload Document" button at the bottom. A red asterisk indicates required fields. The footer includes the text "Records Management and Declassification Agency | Administrative Assistant to the Secretary of the Army | Army Home Page".

Electronic Document Upload - Microsoft Internet Explorer

Address: <https://www.arims.army.mil/ARIMS/RIPS/Electronic/Input/DocumentUpload.aspx>

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ARIMS
Army Records Information Management System

Home RRS-A RM-Assist RIPS Master Index Account Admin System Admin Help/Downloads Logout

Electronic Document Upload
USA GARRISON FT KNOX - W6CDAA

Office Symbol: IMSE-KNX-HRSE

Office Records List: 2009 - DHR Editing

Record Instruction: 25-30mm Publication record sets - Headqua *

Folder Title: Fort Knox Policy Memos *

Path of File to Upload: C:\Documents and Settings\cosette.h.tucker\My Documents\Editing (08)\Fort Browse... *

Subject: K6-09, Environmental Sustainability Management System *

Abstract:

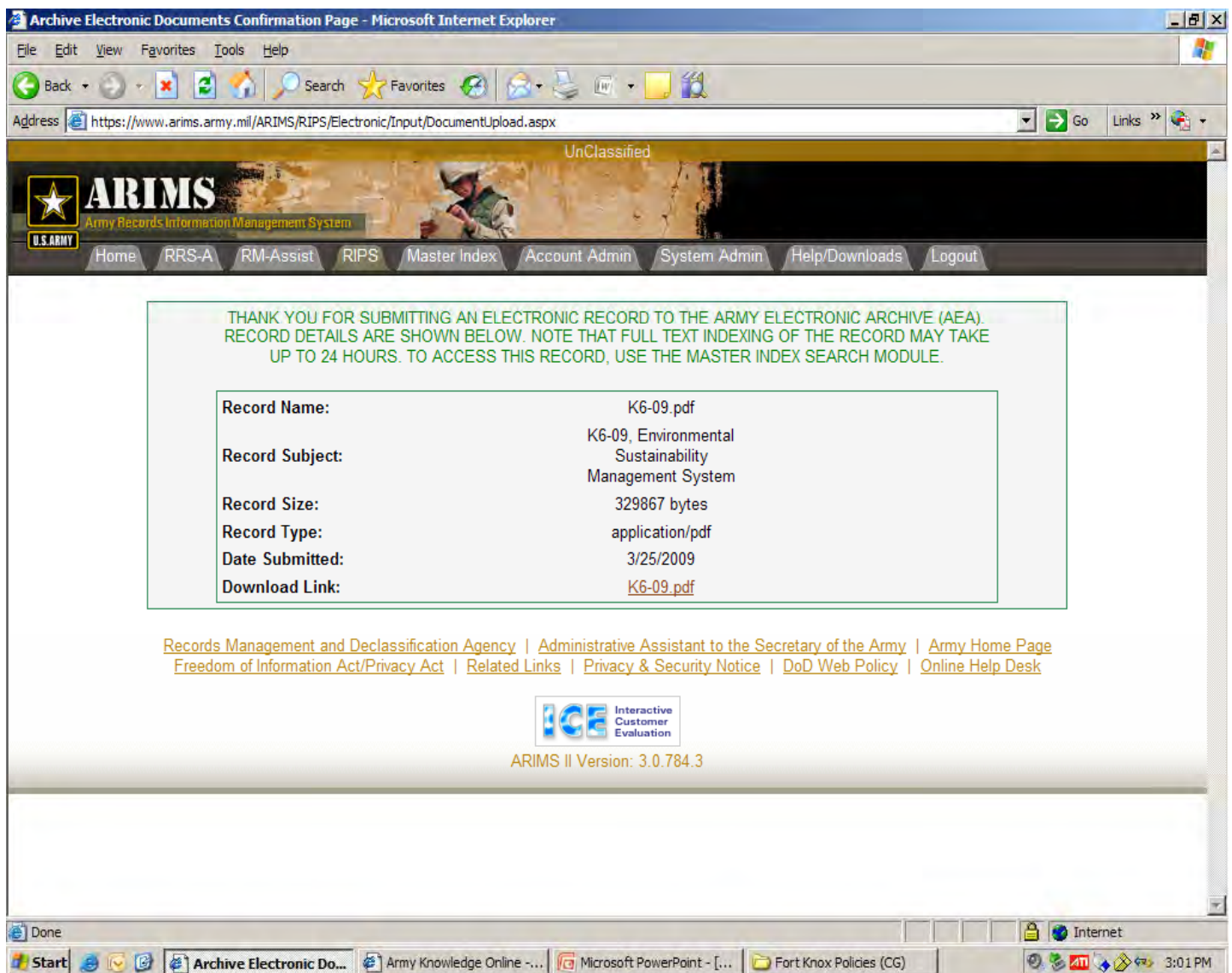
Upload Document

* Required Field

Records Management and Declassification Agency | Administrative Assistant to the Secretary of the Army | Army Home Page

TRANSMITTING TO AEA Transmission (Continued)

- You will receive a notification from ARIMS confirming transmission to the AEA.
- Majority of the time, you can conduct a search instantly and retrieve a document from the AEA.



TRANSMITTING TO AEA

Conduct a Search

- To verify the document has been stored in the AEA, click “Master Index” and “Search.”

Archive Electronic Documents Confirmation Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Folders

Address <https://www.arims.army.mil/ARIMS/RIPS/Electronic/Input/DocumentUpload.aspx> Go Links

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ARIMS
Army Records Information Management System

U.S. ARMY

Home RRS-A RM-Assist RIPS Master Index Account Admin System Admin Help/Downloads Logout

Search
Requests+
Disposition+

THANK YOU FOR SUBMITTING YOUR ELECTRONIC RECORD TO THE ARMY ELECTRONIC ARCHIVE (AEA). RECORD DETAILS ARE AVAILABLE NOW. NOTE THAT FULL TEXT INDEXING OF THE RECORD MAY TAKE UP TO 24 HOURS. TO ACCESS THIS RECORD, USE THE MASTER INDEX SEARCH MODULE.

Record Name:	K6-09.pdf
Record Subject:	K6-09, Environmental Sustainability Management System
Record Size:	329867 bytes
Record Type:	application/pdf
Date Submitted:	3/25/2009
Download Link:	K6-09.pdf

[Records Management and Declassification Agency](#) | [Administrative Assistant to the Secretary of the Army](#) | [Army Home Page](#)
[Freedom of Information Act/Privacy Act](#) | [Related Links](#) | [Privacy & Security Notice](#) | [DoD Web Policy](#) | [Online Help Desk](#)

ICE Interactive Customer Evaluation

ARIMS II Version: 3.0.784.3

<https://www.arims.army.mil/ARIMS/MasterIndex/Search/SearchMstrIdx.aspx>

Start Internet Archive Electronic Do... Army Knowledge Online - ... Microsoft PowerPoint - [...] Fort Knox Policies (CG) 3:02 PM

TRANSMITTING TO AEA

Conduct a Search (Cont'd)

- On the search screen, if you know any part of the subject but do not know all of it, type what you know and select “Any of the words entered.”
- Under Record Media Type, select “Electronic Records.”
- Not all fields have to be filled in. You must enter information in the “Subject” field.
- Click “Submit Search.”

Master Index Search - Microsoft Internet Explorer

Address: <https://www.arims.army.mil/ARIMS/MasterIndex/Search/SearchMstrIdx.aspx>

ACOM/ASCC/DRU: IMCOM

Unit: USA GARRISON FT KNOX - W6CDAA

Office Symbol: IMSE-KNX-HRSE

Record Media Type: [What's this?](#)

☐ All Records ☒ Electronic Records ☐ Hardcopy Records

Search In: ☒ Folder ☒ Document Subject: K6-09 All of the words entered

Keyword(s): All of the words entered

Special Collection: All of the words entered

Record Instruction Category: Any of the words entered

Record Instruction Title: All of the words entered

Privacy Act Number:

Disposition Authority:

Record Type: [What's this?](#) ☐ Event ☐ Calendar ☐ Permanent ☐ Time Based ☒ All

Record Instruction Number:

Prescribing Directive:

Date Submitted Range: through: (mm/dd/yyyy)

Submit Search

[Records Management and Declassification Agency](#) | [Administrative Assistant to the Secretary of the Army](#) | [Army Home Page](#)
[Freedom of Information Act/Privacy Act](#) | [Related Links](#) | [Privacy & Security Notice](#) | [DoD Web Policy](#) | [Online Help Desk](#)

Done

Start Master Index Search ... Army Knowledge Online - ... Microsoft PowerPoint - ... Fort Knox Policies (CG) 3:04 PM

TRANSMITTING TO AEA

Conduct a Search (Cont'd)

- After clicking “Submit Search,” the screen below appears showing results of the search.
- If you input the records, you will have access to the record(s).
- If you are an AO and need a copy of the record(s), submit a “Request Records.”
- If you are an RC but did not transmit the documents with PII information, submit a “Request Records.”

The screenshot shows a web browser window titled "Master Index Search Results - Microsoft Internet Explorer". The address bar displays the URL: <https://www.arims.army.mil/ARIMS/MasterIndex/Search/SearchResults.aspx>. The page features a navigation bar with the ARIMS logo and the text "Army Records Information Management System". Below the navigation bar, the main heading is "Master Index Search Results". A button labeled "Return to Search Criteria" is visible. A table displays the search results:

<input type="checkbox"/>	Record	Created By	Created Date	Record Type	Status
<input type="checkbox"/>	Fort Knox Policy Memos	theresa.g.thomas1	1/20/2009 3:04:06 PM	Electronic	Active

Below the table, there is a button labeled "Request Records". At the bottom of the page, there are links to various resources: [Records Management and Declassification Agency](#), [Administrative Assistant to the Secretary of the Army](#), [Army Home Page](#), [Freedom of Information Act/Privacy Act](#), [Related Links](#), [Privacy & Security Notice](#), [DoD Web Policy](#), and [Online Help Desk](#). A logo for "ICE Interactive Customer Evaluation" is also present, along with the text "ARIMS II Version: 3.0.784.3". The Windows taskbar at the bottom shows the Start button and several open applications: "Master Index Search ...", "Army Knowledge Online ...", "Microsoft PowerPoint - [...]", and "Fort Knox Policies (CG)". The system clock indicates the time is 3:05 PM.

TRANSMITTING TO AEA

Conduct a Search (Cont'd)

- The screen below shows results of the search.
- Double click the document you need to retrieve.

The screenshot shows a Microsoft Internet Explorer window titled 'Folder Details - Microsoft Internet Explorer'. The address bar displays the URL: <https://www.arims.army.mil/ARIMS/MasterIndex/Search/ViewRecordDetail.aspx?id=650950>. The main content area displays the following information:

Unit Name: USA GARRISON FT KNOX
Office Symbol: IMSE-KNX-HRSE
Record Number: 25-30mm
RRS-A Record Title: Publication record sets - Headquarters, Department of the Army, Chief of Staff, HQDA staff agency, major command, and subcommand
Disposition Authority Number: NC1-AU-76-35
Prescribing Directive Number: 25-30
Created by: Theresa THOMAS
Create Date: 1/20/2009 3:04:06 PM
Close Date: Not Closed
Privacy Act Number: NA
Special Collection:
Vital Record: No

Below this information is a button labeled 'Edit Folder Details'.

The bottom section of the window displays a table with the following data:

Subject	Format	Date Filed or Email Sent	Author	Email Recipient	Electronic Signature	Encrypted
K1-08: Washing of the Interior and Exterior of	PDF	1/26/2009 3:06:04 PM	Cosette Tucker		N/A	N/A
K1-08: Washing of the Interior and Exterior of	PDF	1/26/2009 3:06:09 PM	Cosette Tucker		N/A	N/A
K2-09: Installation Guidelines for the Safety and Well-Being of Children	PDF	2/27/2009 9:07:33 AM	Cosette Tucker		N/A	N/A
K5-09: Off-Limits Establishments/Areas	PDF	3/13/2009 3:31:27 PM	Theresa THOMAS		N/A	N/A
K6-09: Environmental Sustainability Management System	PDF	3/25/2009 3:01:51 PM	Cosette Tucker		N/A	N/A

The taskbar at the bottom shows the Start button and several open applications: Master Index Search..., Army Knowledge On..., Folder Details - Mi..., Microsoft PowerPoi..., and Fort Knox Policies (CG). The system clock indicates the time is 3:07 PM.

TRANSMITTING TO AEA

Conduct a Search (Cont'd)

- After double clicking the document to retrieve, the screen below appears.
- Click “Open” or “Save.”
- Once you open or save, you are able to view it as if it were in your filing cabinet!

The screenshot shows a Microsoft Internet Explorer window with the address bar displaying <https://www.arims.army.mil/ARIMS/MasterIndex/Search/ViewRecordDetail.aspx?id=650950>. The page content includes the following details:

- Unit Name: USA GARRISON FT KNOX
- Office Symbol: IMSE-KNX-HRSE
- Record Number: 25-30mm
- RRS-A Record Title: Publication record sets - Headquarters, Department of the Army, Chief of Staff, HQDA staff agency, major command, and subcommand
- Disposition Authority Number: NC1-AU-76-35
- Prescribing Directive Number: [blank]
- Create: [blank]
- Create: [blank]
- Close: [blank]
- Privacy Act Number: [blank]
- Special Collection: [blank]
- Vital Record: [blank]
- Edit Folder Details

A "File Download" dialog box is open, asking "Do you want to open or save this file?". The file details are:

- Name: K6-09.pdf
- Type: Adobe Acrobat Document
- From: www.arims.army.mil

Buttons: Open, Save, Cancel.

Below the dialog box is a table with the following data:

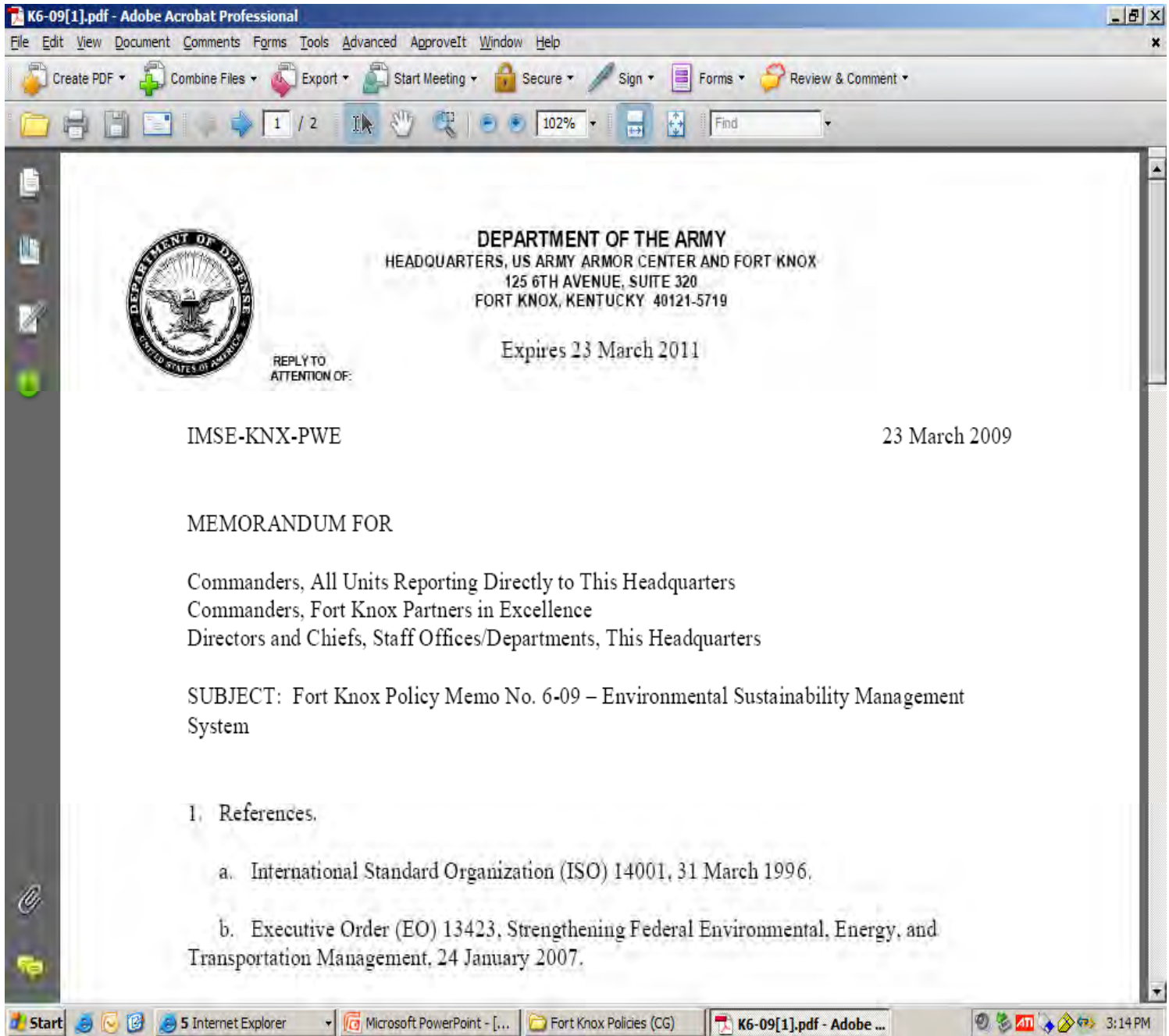
Subject	Format	Date Filed or Email Sent	Author	Email Recipient	Electronic Signature	Encrypted
K1-08: Washing of the Interior and Exterior of	PDF	1/26/2009 3:06:04 PM	Cosette Tucker		N/A	N/A
K1-08: Washing of the Interior and Exterior of	PDF	1/26/2009 3:06:09 PM	Cosette Tucker		N/A	N/A
K2-09: Installation Guidelines for the Safety and Well-Being of Children	PDF	2/27/2009 9:07:33 AM	Cosette Tucker		N/A	N/A
K5-09: Off-Limits Establishments/Areas	PDF	3/13/2009 3:31:27 PM	Theresa THOMAS		N/A	N/A
K6-09: Environmental Sustainability Management System	PDF	3/25/2009 3:01:51 PM	Cosette Tucker		N/A	N/A

The status bar at the bottom shows the start of a download from <https://www.arims.army.mil/ARIMS/RIPS/Electronic/Retrieval/DownloadElectronicDocument.aspx?RecordID>. The taskbar at the bottom shows the Start button and several open applications, including "Master Index S...", "Army Knowledg...", "Folder Details - ...", "Folder Details...", "Microsoft Power...", and "Fort Knox Poli...". The system clock shows 3:09 PM.

TRANSMITTING TO AEA

Conduct a Search (Cont'd)

- Below is the document you searched for.
- End result is paperless filing and easy retrieval.



APPROVAL TO DESTROY RECORDS

Do Not Close Out Electronic Folder at End of Year

- After transmitting all files for a specific year or time period, ensure electronic folders are not closed out.
 - Go to RM-Assist tab and select “Folders” and “List Folders.”
 - Click the “Electronic” option for “Folder Type.”
 - “Status” should show as “Opened.”
- Do not destroy any hard copy Permanent, Unscheduled, or Transfer records until approved on FK Forms 5095 or 5095a.
 - For **Permanent** or **Unscheduled** records, submit FK Form 5095, REQUEST DESTRUCTION OF PERMANENT RECORDS AFTER SUBMISSION TO ARMY ELECTRONIC ARCHIVE, to your servicing Records Manager, who, in turn, will submit the request to RMDA. This destruction must be approved by NARA before destroying hard copy or electronic records.
 - For **Temporary** records, submit FK Form 5095a, REQUEST DESTRUCTION OF TRANSFER RECORDS AFTER SUBMISSION TO ARMY ELECTRONIC ARCHIVE, to your servicing Records Manager, who will approve destruction of hard copy and electronic records.
 - The Records Manager must physically review the records ensuring all information is accurate and accounted for as listed on FK Forms 5095 and 5095a.

TRANSMITTING TO AEA

Bulk Archive Tool (BAT)

- The BAT can be used to upload multiple documents at one time or documents too large for “Document Upload.” **Highly recommend you use this function.**
- Prior to running the BAT, develop a plan:
 - Ensure you have an approved ORL.
 - Ensure you have created the electronic folders.
 - Determine where you would like documents uploaded from (CD, Documents, Desktop, Share Drive, etc.)
- Running the BAT and Updating Folders will examine your existing folder structure and create it on the specified root directory.
- Any time new folders or documents are added to the root directory, you must update folders.
- Only new or changed records will be uploaded.

TRANSMITTING TO AEA Bulk Archive Tool (BAT) (Continued)

- Accepts MS Word, MS Excel, MS PowerPoint, MS Outlook E-mails, and Adobe PDFs.
- When the scan is conducted, ARIMS-BAT provides user with the number of files found, files that need to be uploaded, and files found that cannot be uploaded (i.e., K files).
- User initiates the bulk upload of the files to ARIMS.
- Files are uploaded separately if saved separately.
- ARIMS-BAT will remember the root location between executions.
- After the root location is established, user selects an office symbol and appropriate ORL year.
- The scan can be conducted at any time.

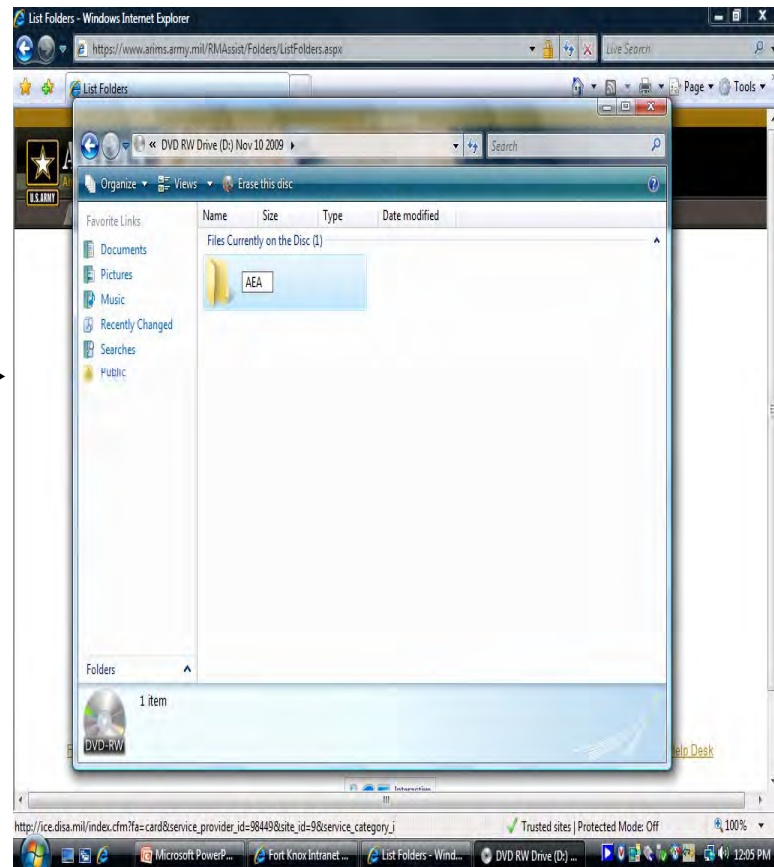
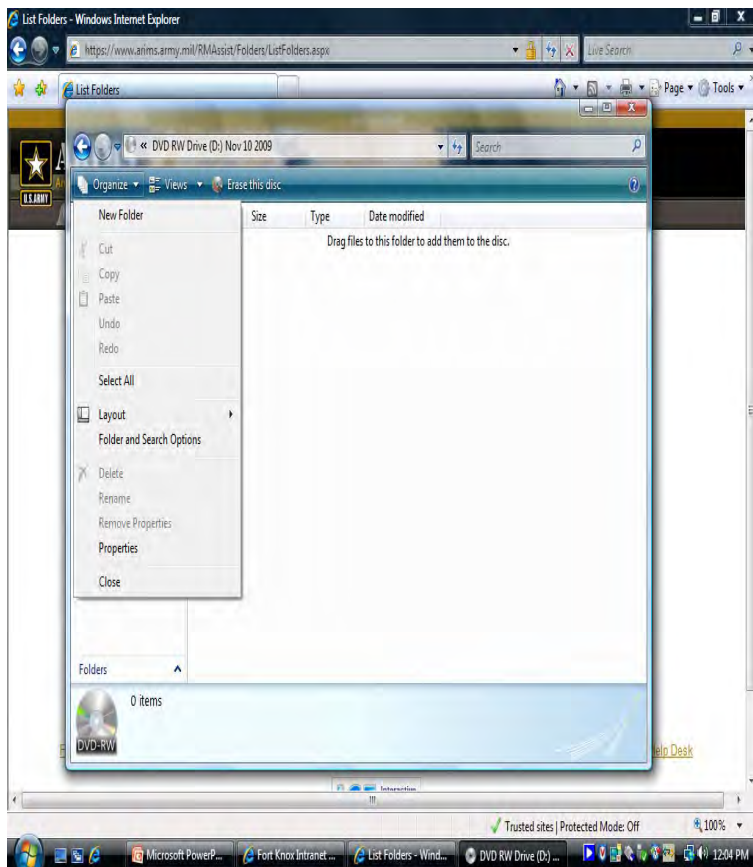
TRANSMITTING TO AEA

Bulk Archive Tool (BAT) (Continued)

- Only new or changed records will be uploaded
- Enables ARIMS users to store large documents locally and submit as a batch.
- Creates a local directory folder structure on a user's machine or a shared drive which mirrors a specific ORL.

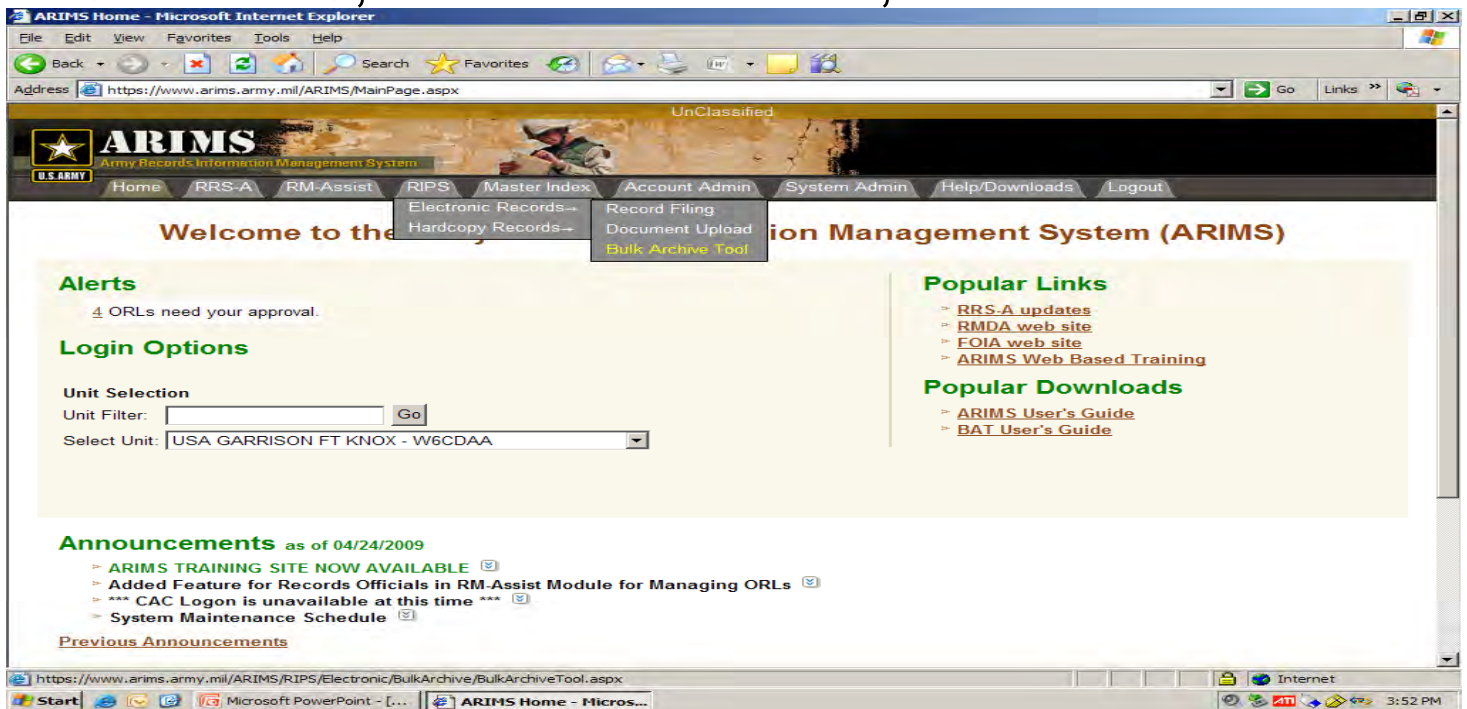
RUNNING THE BULK ARCHIVE TOOL

- Prior to running the BAT, recommend creating an AEA folder at the root location you will upload from (CD, Documents, Share Drive).
 - Create a location on the Desktop.
 - Click “My Computer and” “Desktop.”
 - Left click “Organize,” “New Folder,” and name the folder you will upload from (recommend naming it AEA).

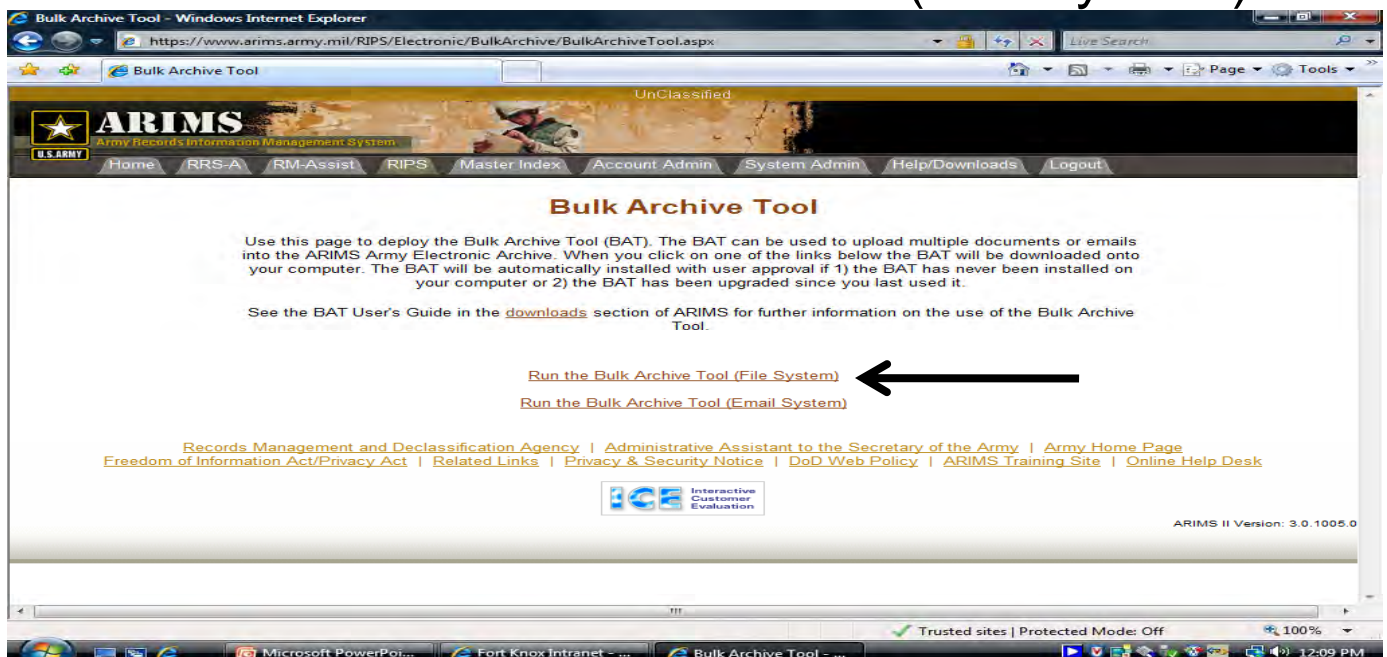


RUNNING THE BULK ARCHIVE TOOL (CONT'D)

- Ensure you have created electronic folders for the appropriate UIC, ORL year, and office symbol.
- Click RIPS, Electronic Records, Bulk Archive Tool.

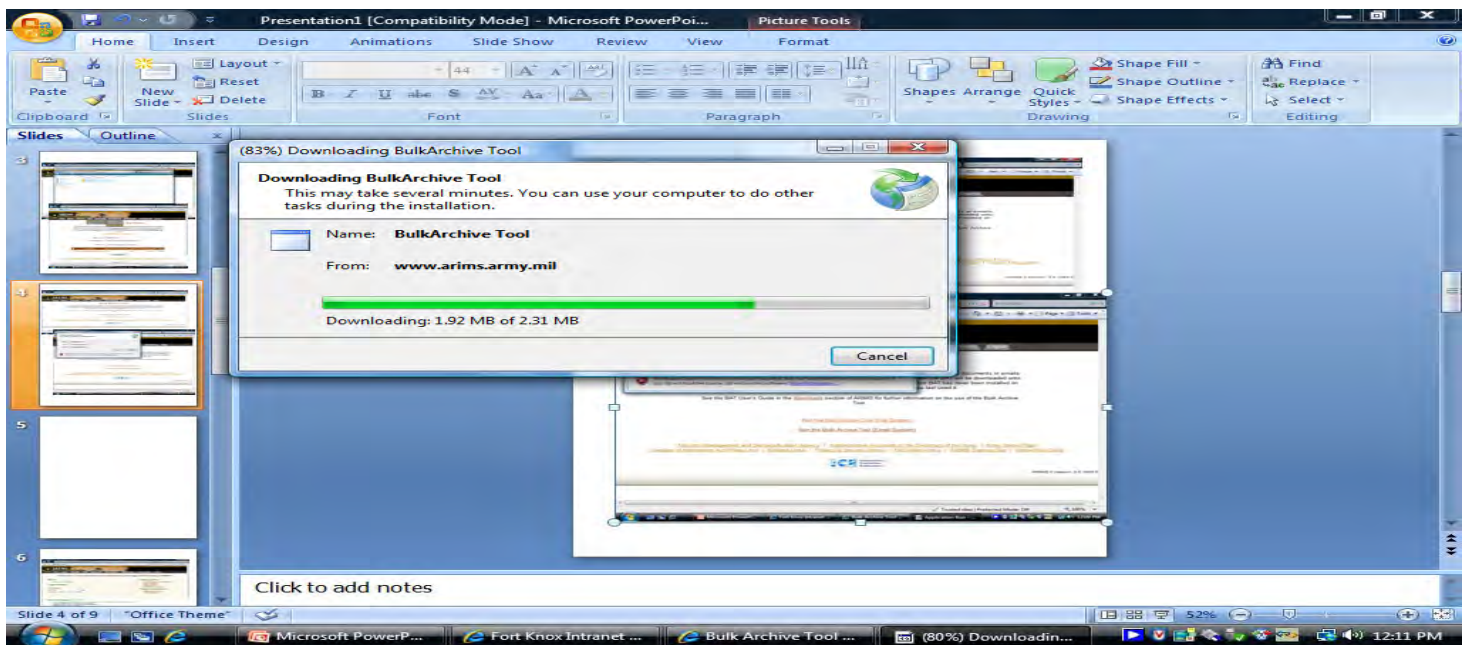
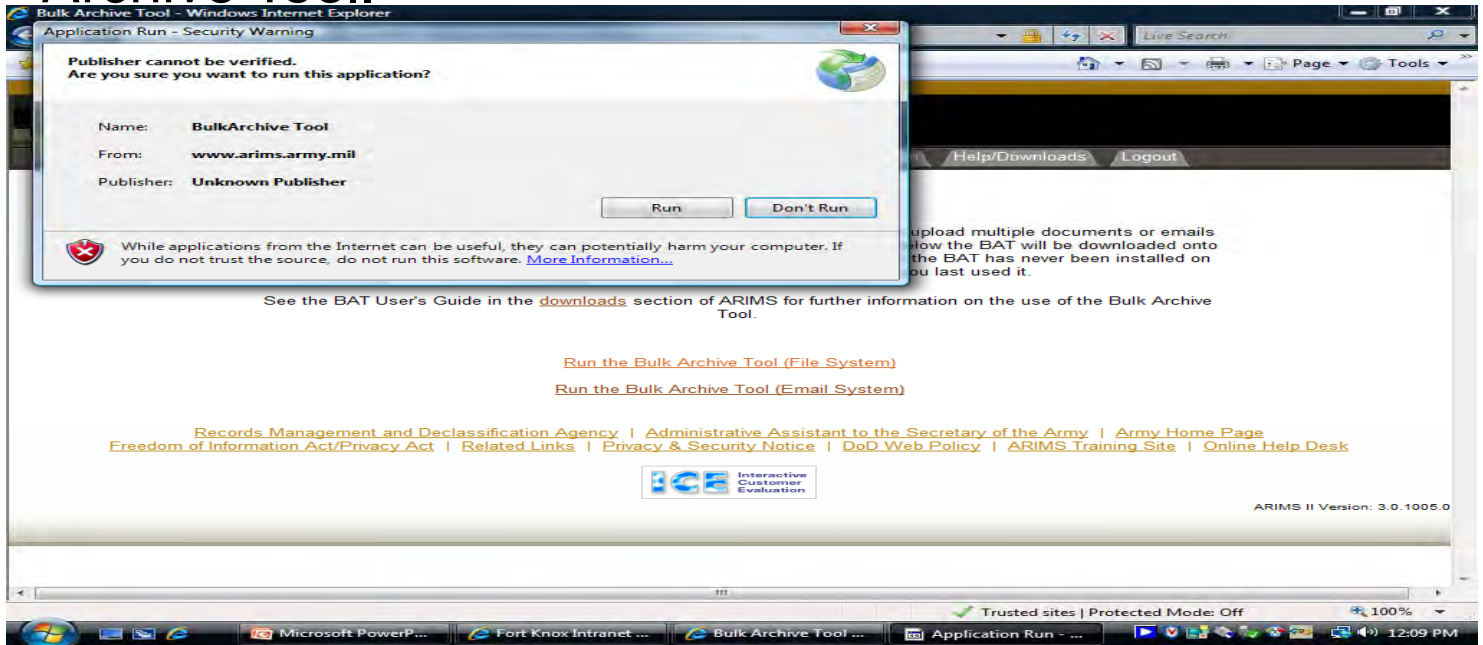


- Click “Run the Bulk Archive Tool (File System).”



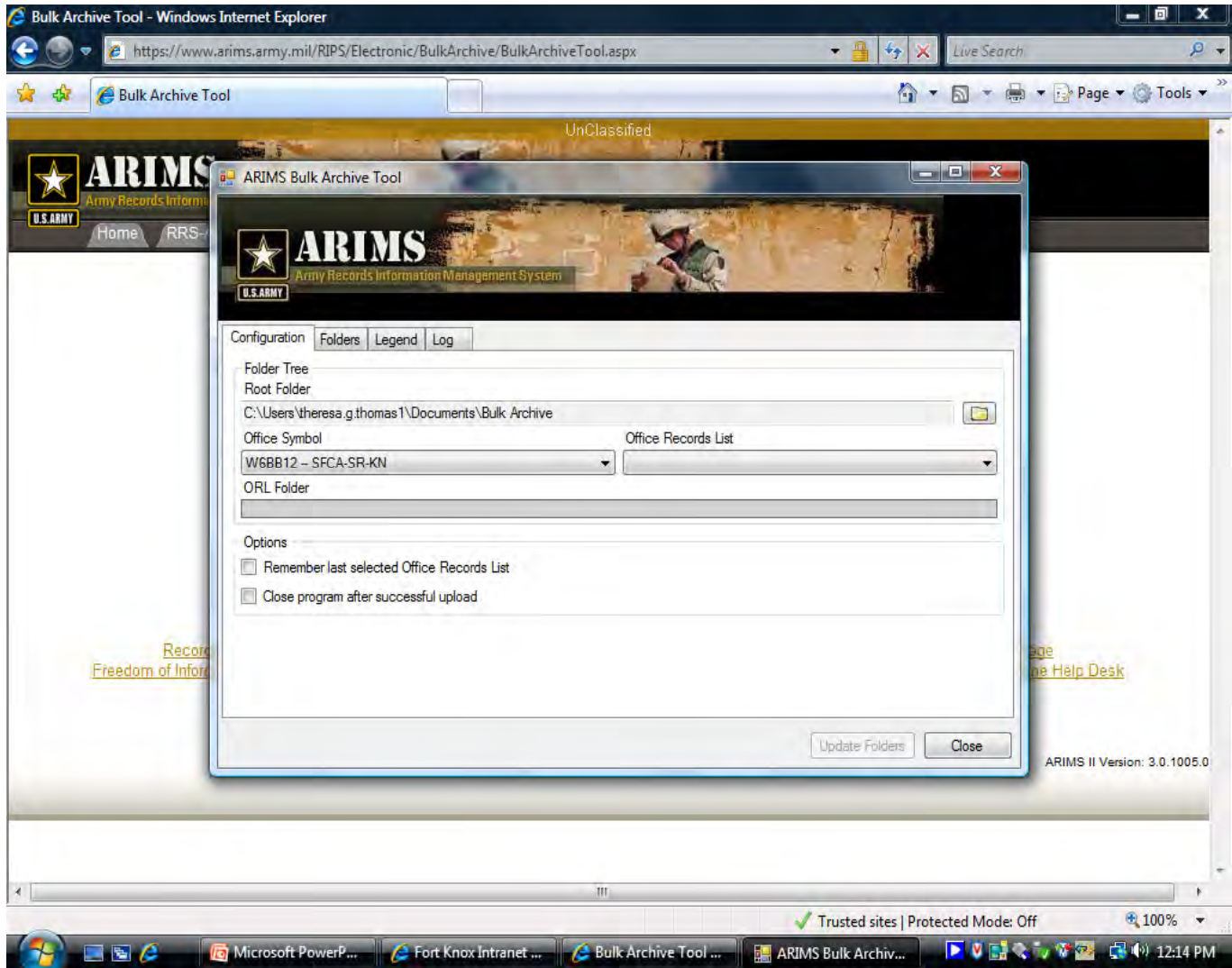
RUNNING THE BULK ARCHIVE TOOL (CONT'D)

- If asked “Are you sure you want to run this application?” Click “Run.”
- You will see a progress screen downloading the Bulk Archive Tool.



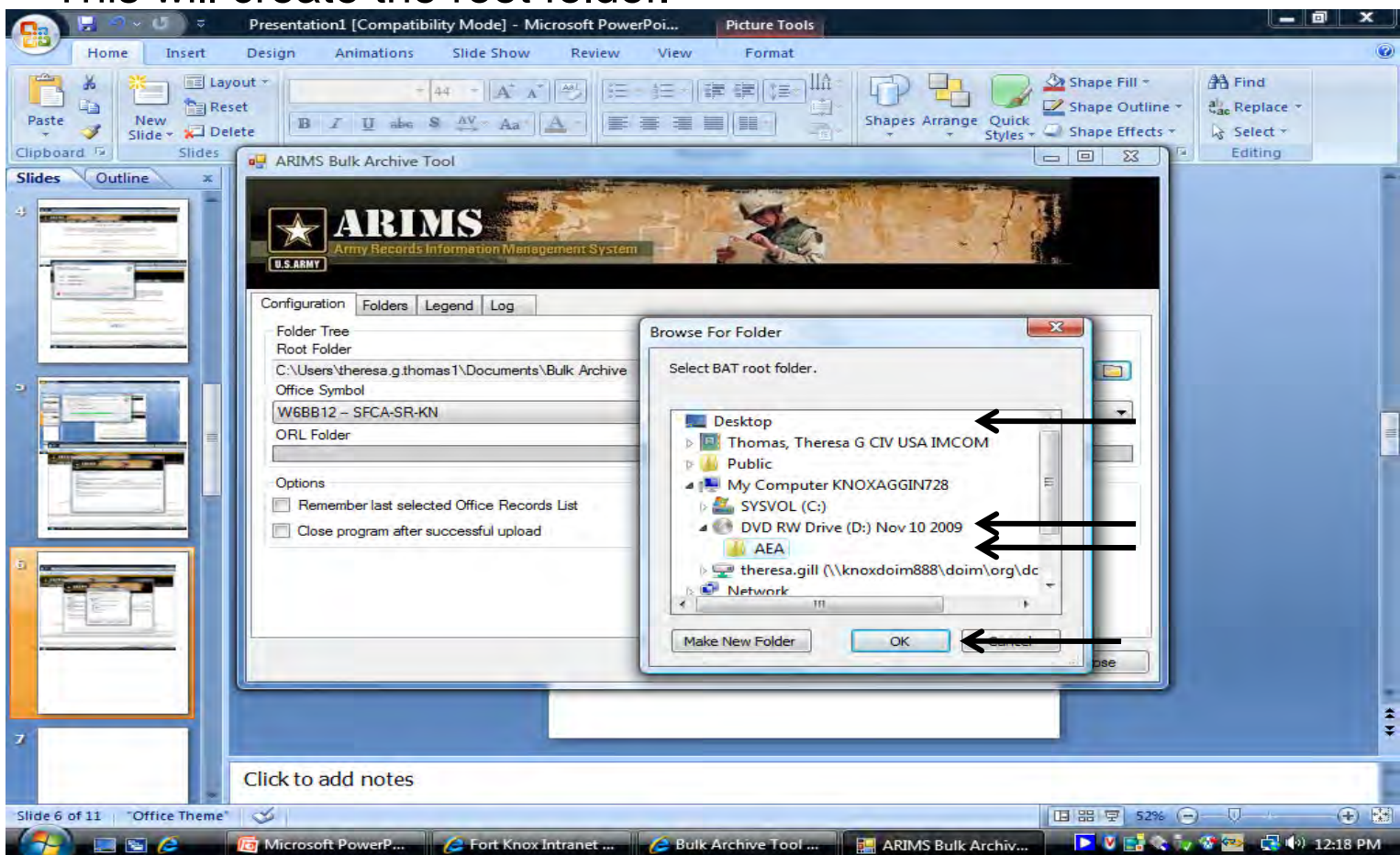
RUNNING THE BULK ARCHIVE TOOL (Cont'd)

- Under “Root Folder,” select the location you will upload from by clicking the yellow folder. If using an AEA folder on your desktop, click “Desktop” and AEA Folder one time.
- Root folder automatically goes to “Documents” or “My Documents” the first time.



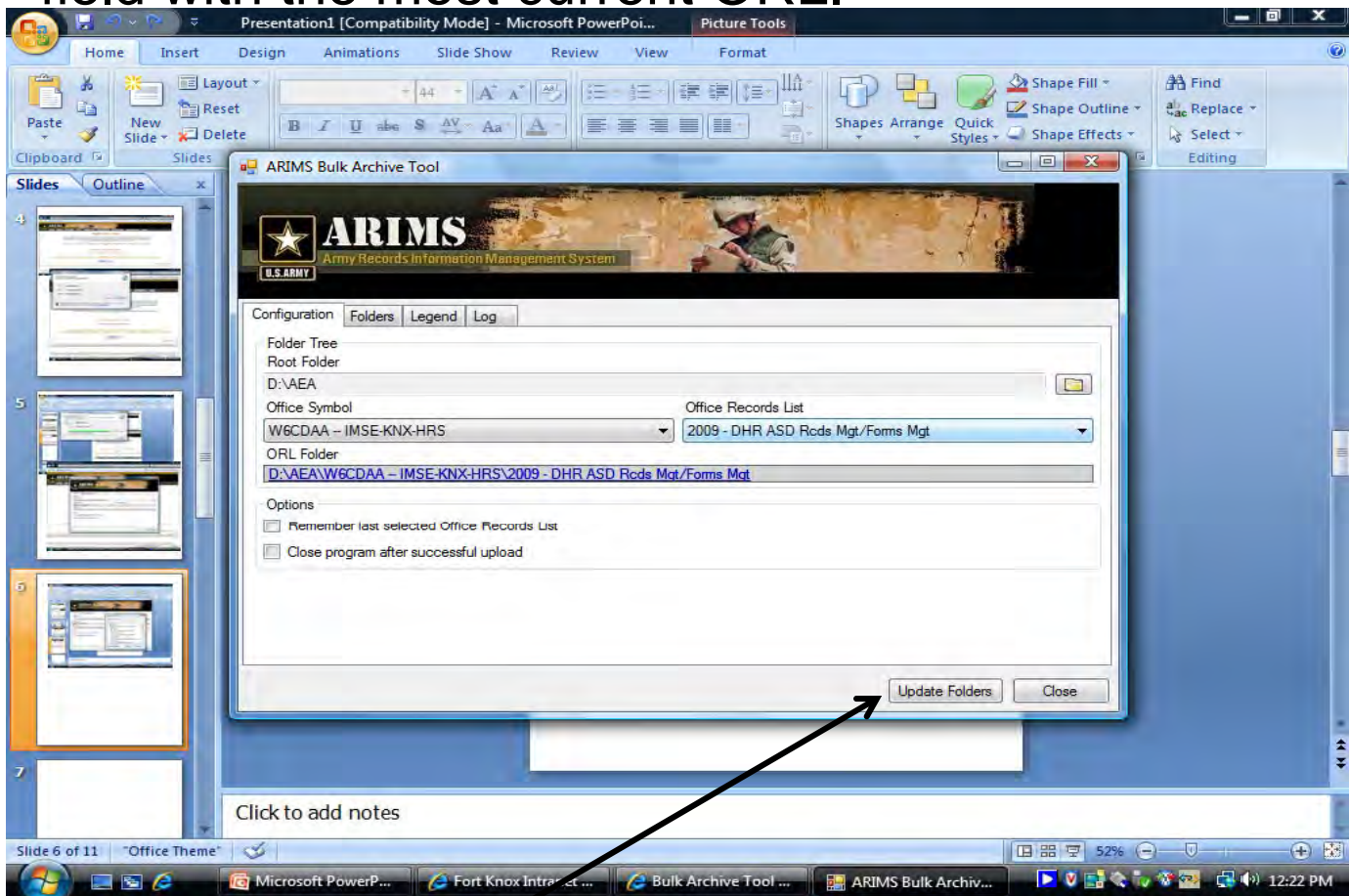
RUNNING THE BULK ARCHIVE TOOL (CONT'D)

- For this training, we will assume you will upload from the AEA folder on your D Drive.
- Click the folder to the right of the Root Folder Field.
- Click “My Computer,” “DVD RW Drive (D),” and “AEA one time. (Do not double click “AEA”) Click “OK.”” This will create the root folder.
- If uploading from your desktop, click “My Computer,” “Desktop,” and “AEA” one time. (Do not double click “AEA”) Click “OK.” This will create the root folder.



RUNNING THE BULK ARCHIVE TOOL (Cont'd)

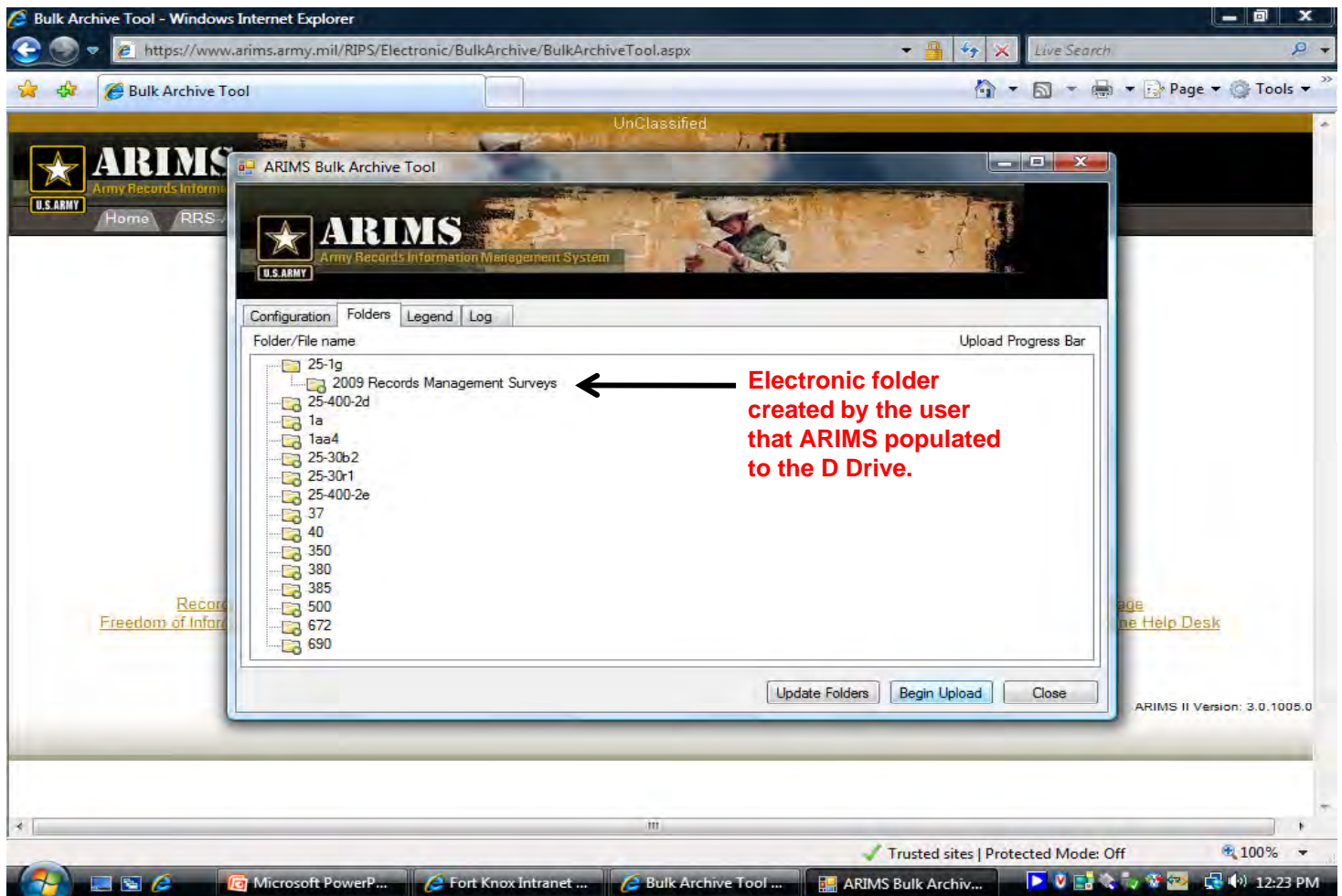
- Select the appropriate UIC and office symbol.
- Select the correct ORL. After selecting the UIC and office symbol, ARIMS automatically populates the ORL field with the most current ORL.



- Click "Update Folders."

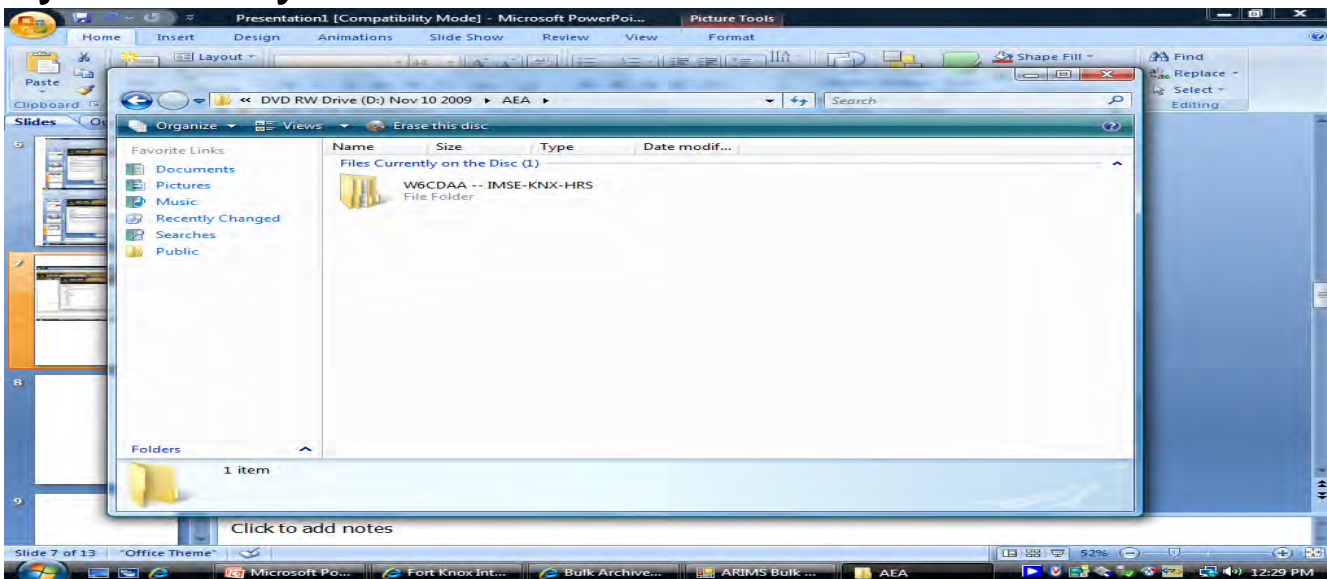
RUNNING THE BULK ARCHIVE TOOL (CONT'D)

- ARIMS automatically populates the AEA folder on your D Drive or Desktop with electronic folders you have created.
- Never manually create these folders; ARIMS does not transmit from folders manually created by a user.

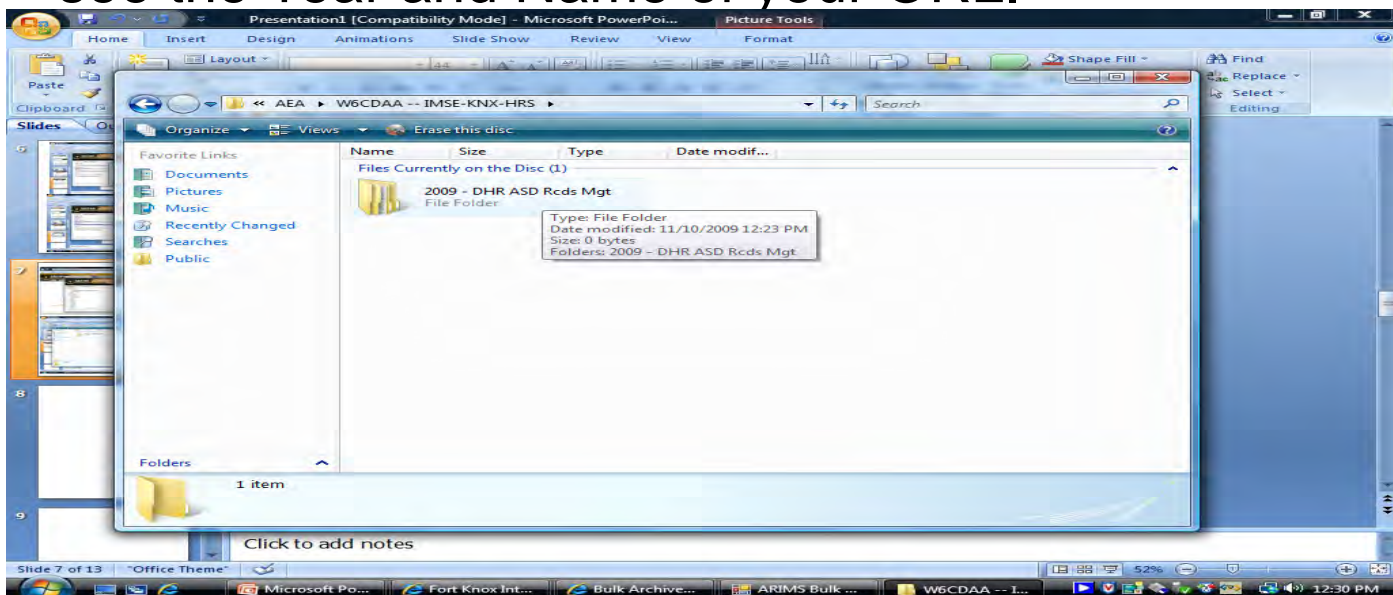


RUNNING THE BULK ARCHIVE TOOL (CONT'D)

- Verify that ARIMS created a mirror image of your account on the D Drive or your Desktop.
- Go to your D Drive or Desktop and double click the “AEA” folder. You should see the UIC and office symbol of your account.

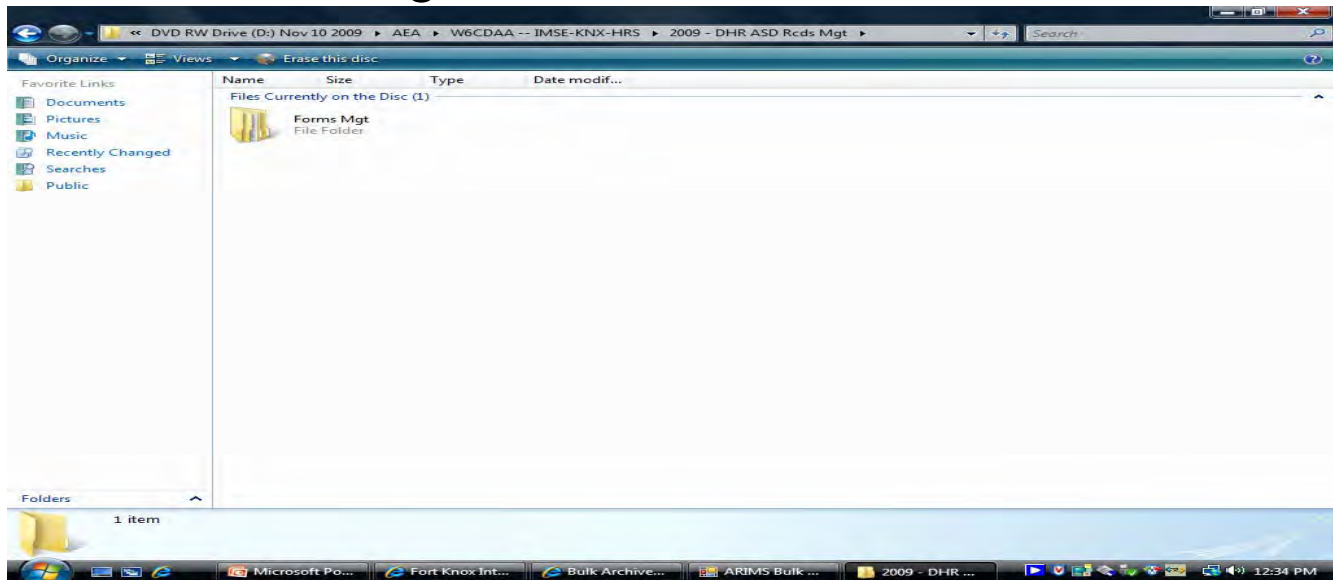


- Double click the UIC and office symbol. You should see the Year and Name of your ORL.

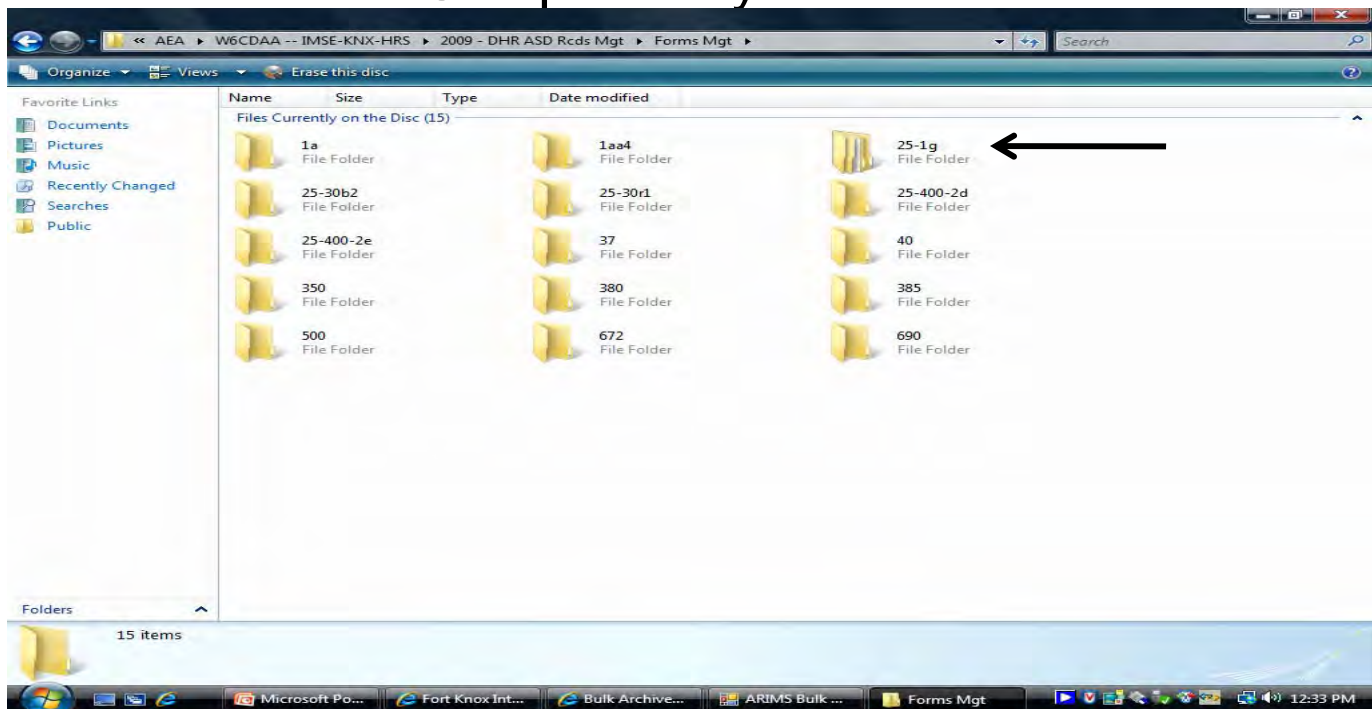


RUNNING THE BULK ARCHIVE TOOL (CONT'D)

- Double click the Year and ORL Name folder. You will see a “Forms Mgt” folder.



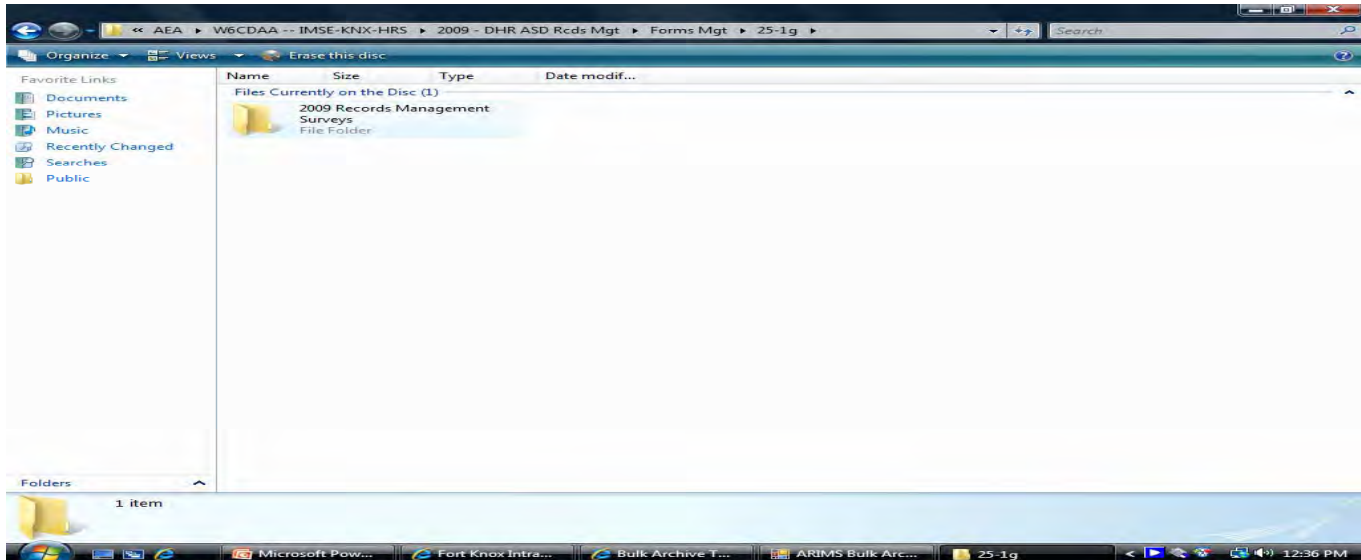
- Double click the “Forms Mgt” folder. You will see all RNs that ARIMS copied to your AEA folder.



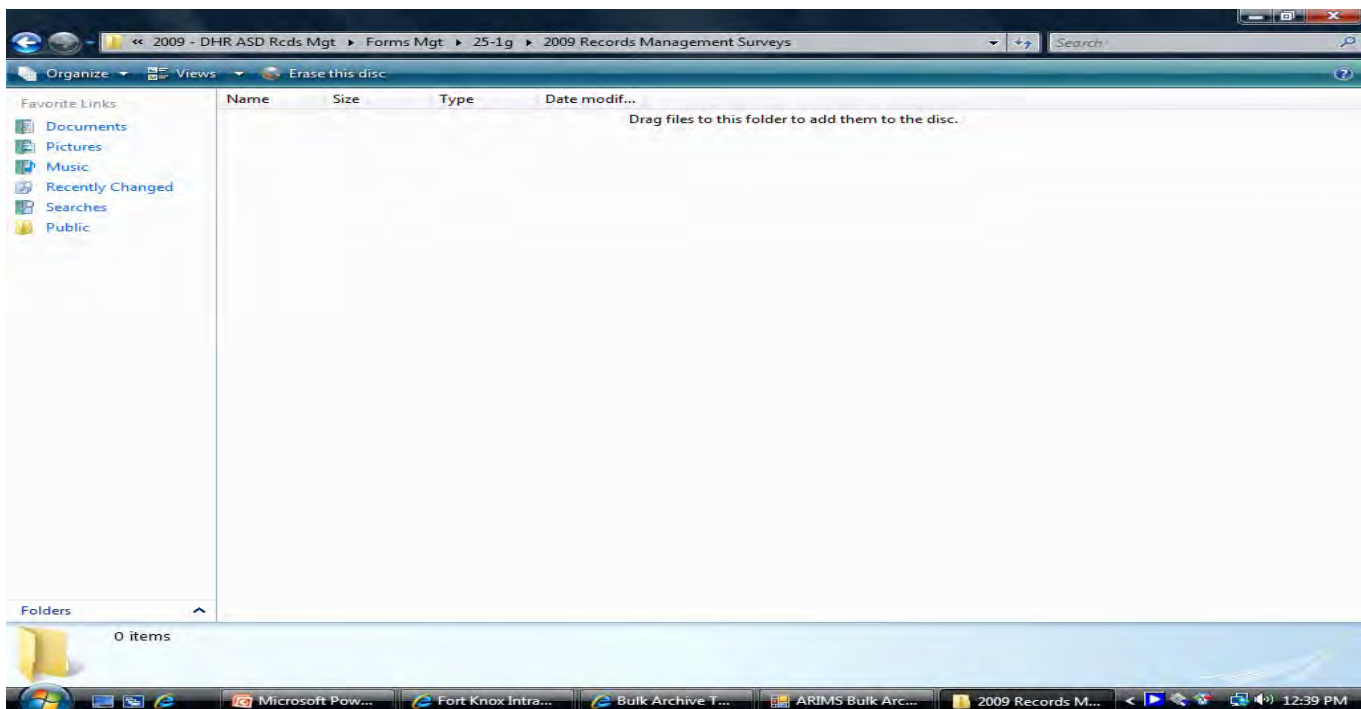
- Double click the appropriate record number you will upload to. This case, ARIMS copied 25-1g where I have an electronic folder.

RUNNING THE BULK ARCHIVE TOOL (CONT'D)

- Double click the electronic folder “2009 Records Management.”



- You will see a blank screen if you just created this root directory. This is where you will drag and drop documents, with retrievable names, for transmission to the AEA.

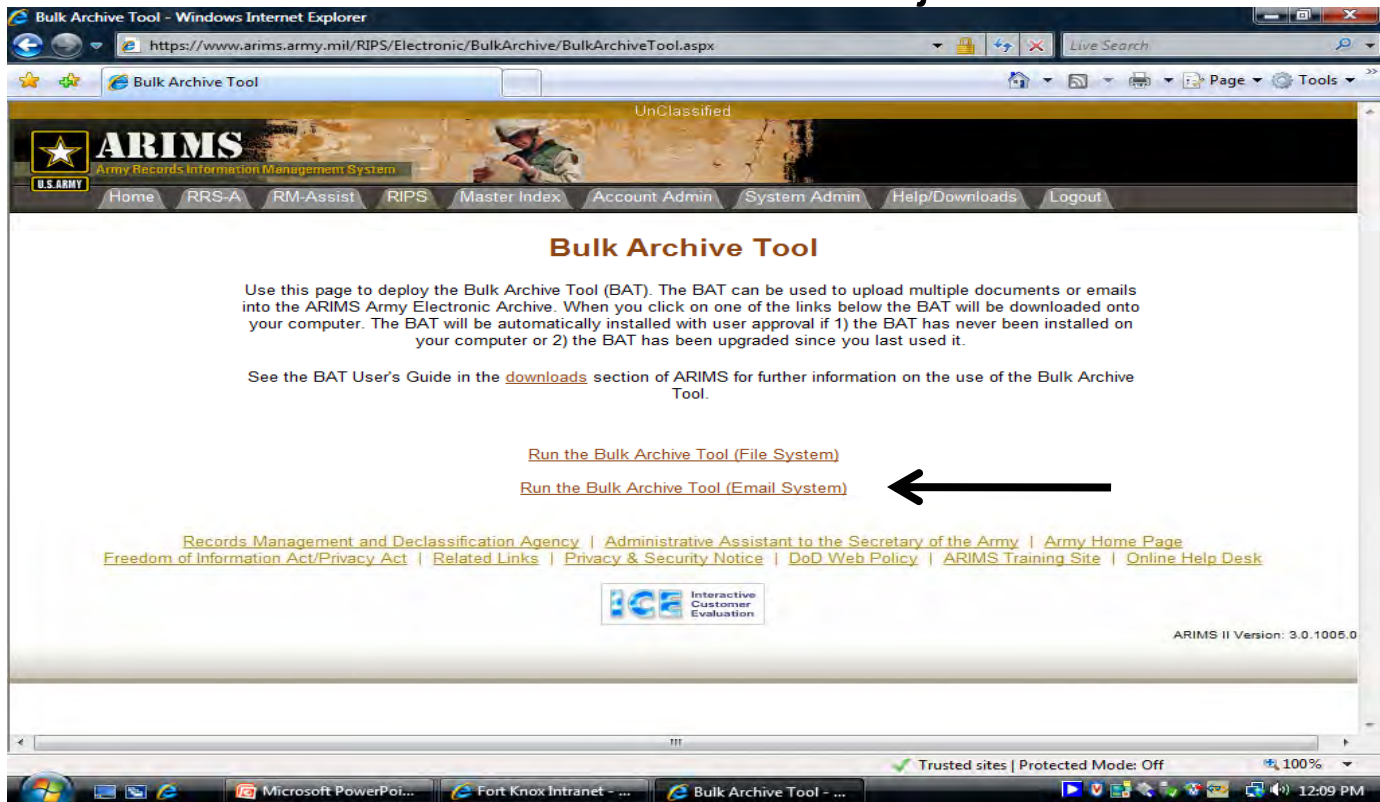


RUNNING THE BULK ARCHIVE TOOL (CONT'D)

- If you create additional electronic folders or drag and drop documents to the folder, you will update the folders again.
- ARIMS will show a progress bar while updating.
- After update is complete, documents will appear under the appropriate record number with a green plus sign.
- Click “Begin Upload.” ARIMS will begin transmitting documents from your D Drive to the AEA.
- You will receive a notification stating upload complete.
- Verify records are in ARIMS utilizing the search function.
- Keep in mind you can create the root directory where you choose (i.e., D Drive, Share Drive, Desktop, Documents, Desktop, or My Documents).

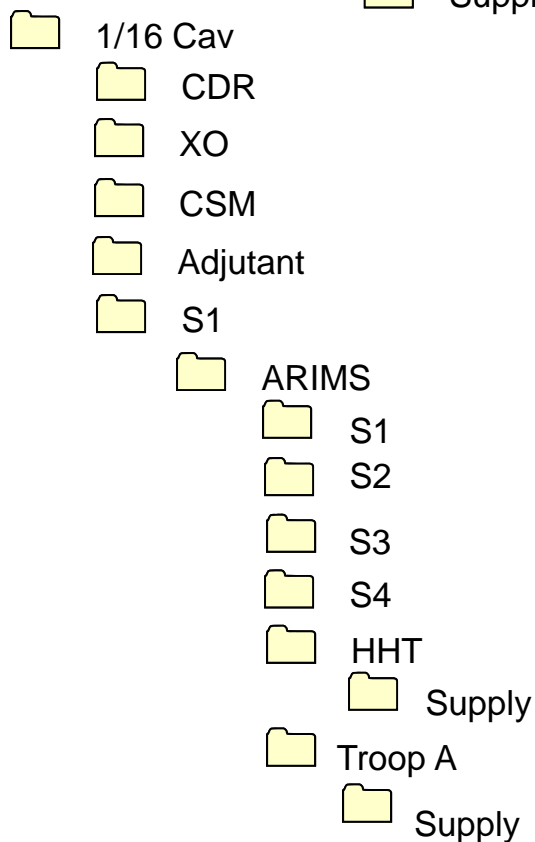
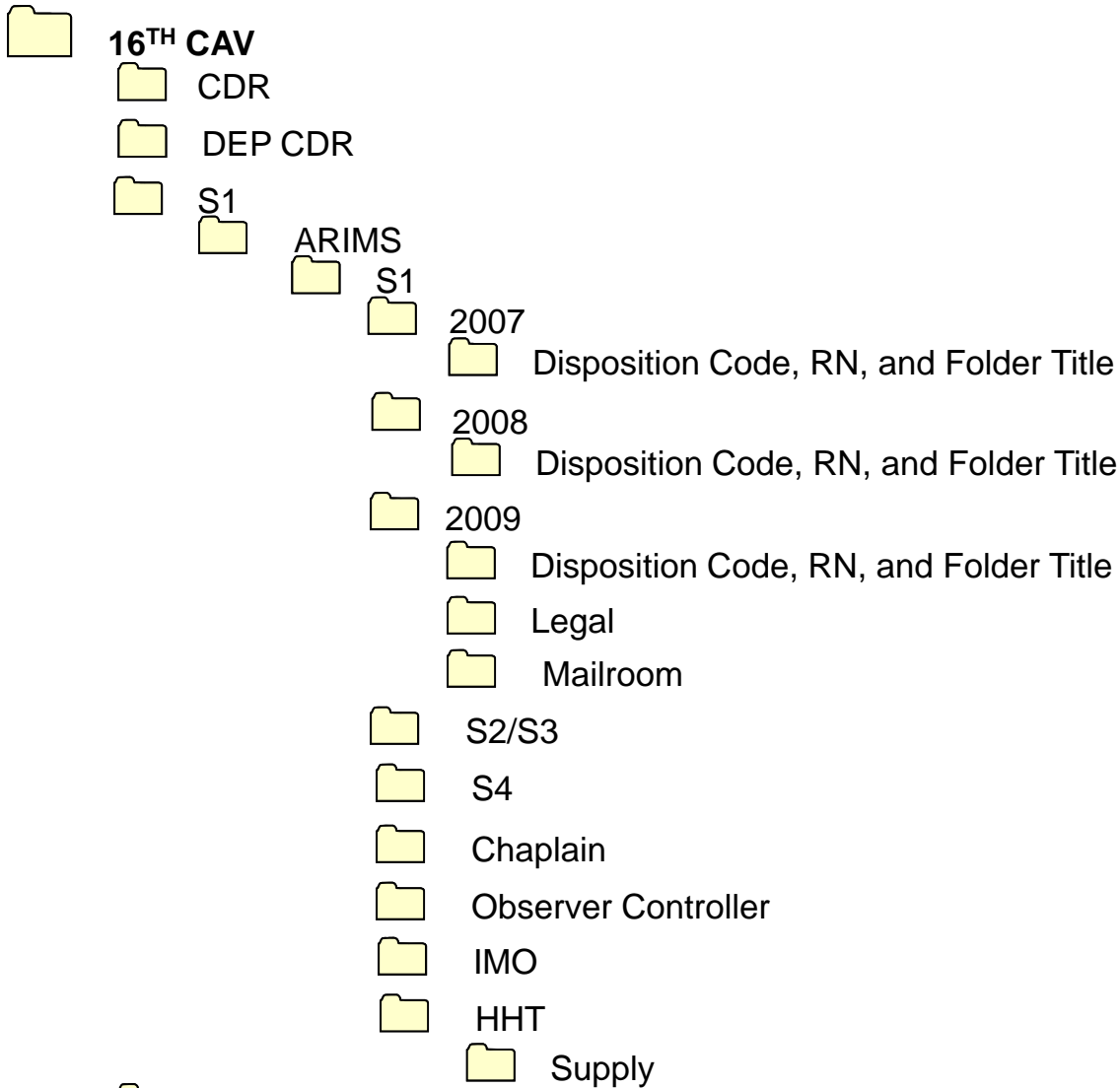
RUNNING THE BULK ARCHIVE TOOL (CONT'D)

- You can also transmit e-mails that requiring transmission to a Transfer or Transfer Permanent file by utilizing “Run the Bulk Archive Tool (E-mail System).”
- ARIMS will create an Office Symbol and year under your Outlook.
- When submitting e-mail to the AEA, recommend you submit them with a retrievable subject.



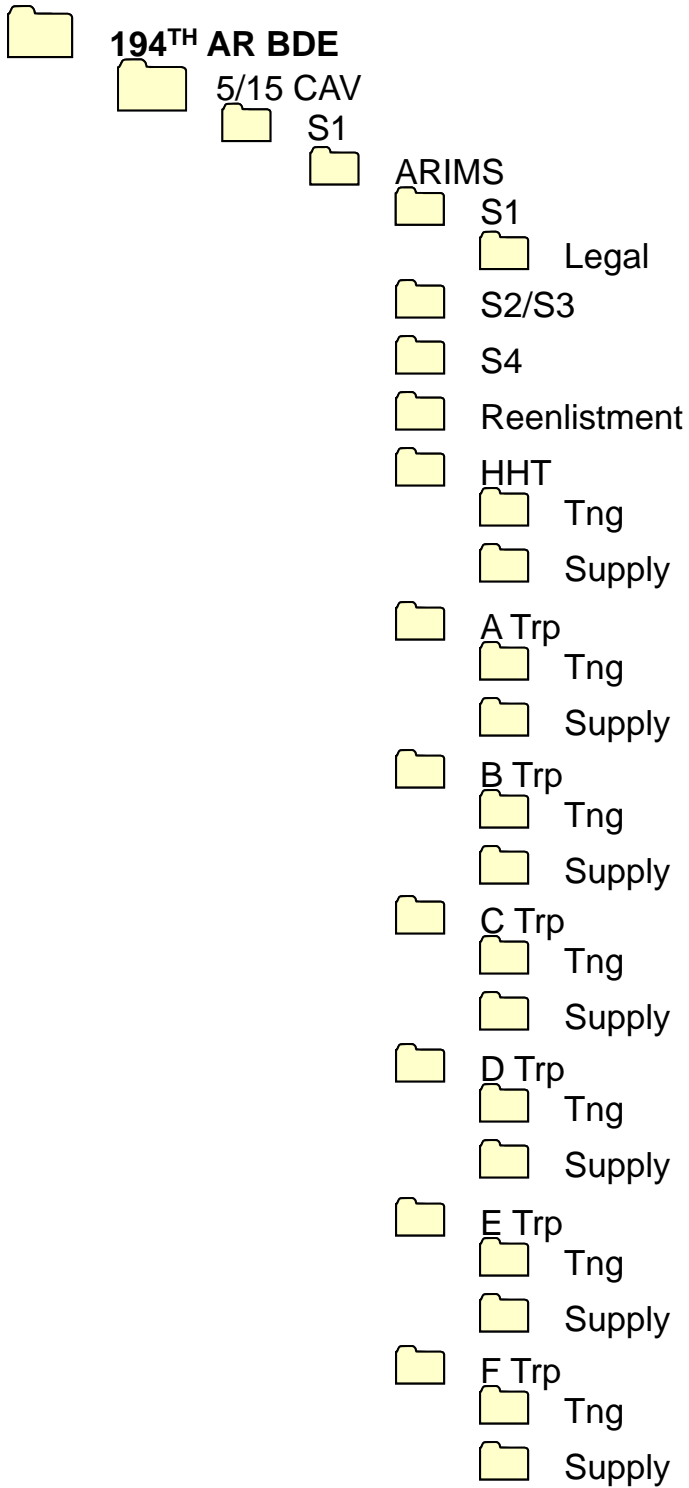
EXAMPLE OF A SHARED DRIVE UNDER 16TH CAV

(Left click, select run, & type address of share drive – data manager will know address)

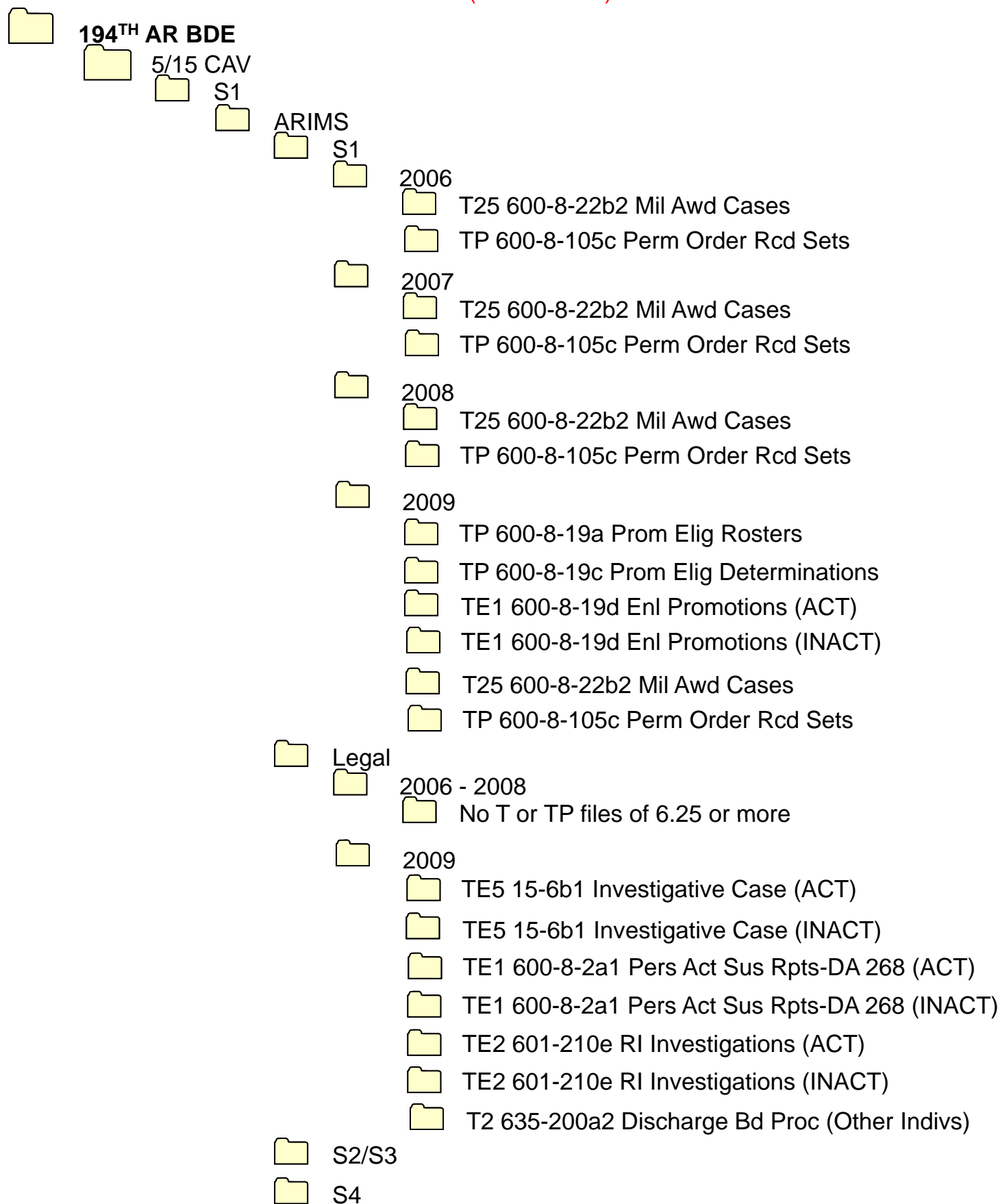


EXAMPLE OF A SHARED DRIVE UNDER 5/15TH CAV

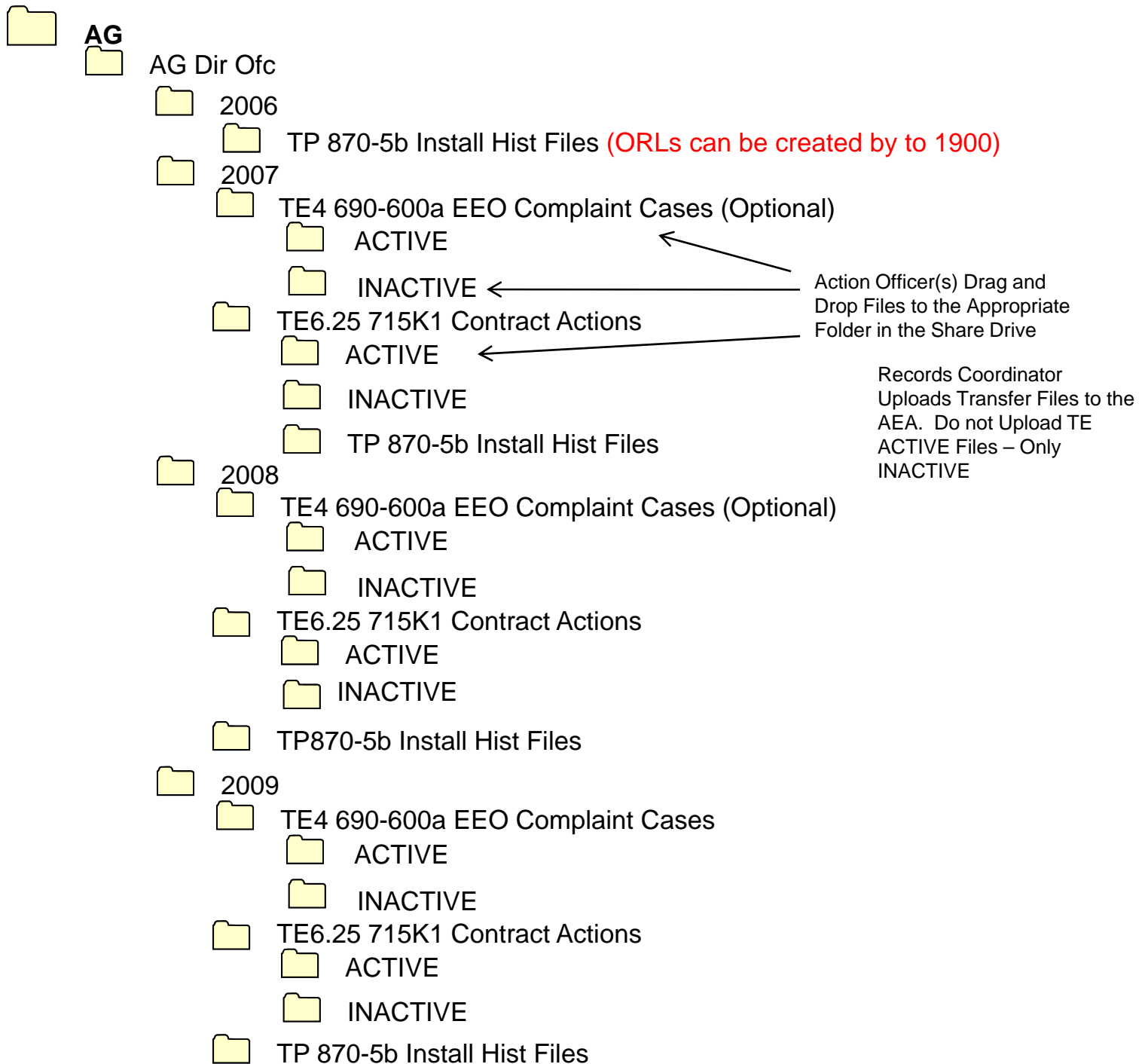
(NOT EXPANDED)



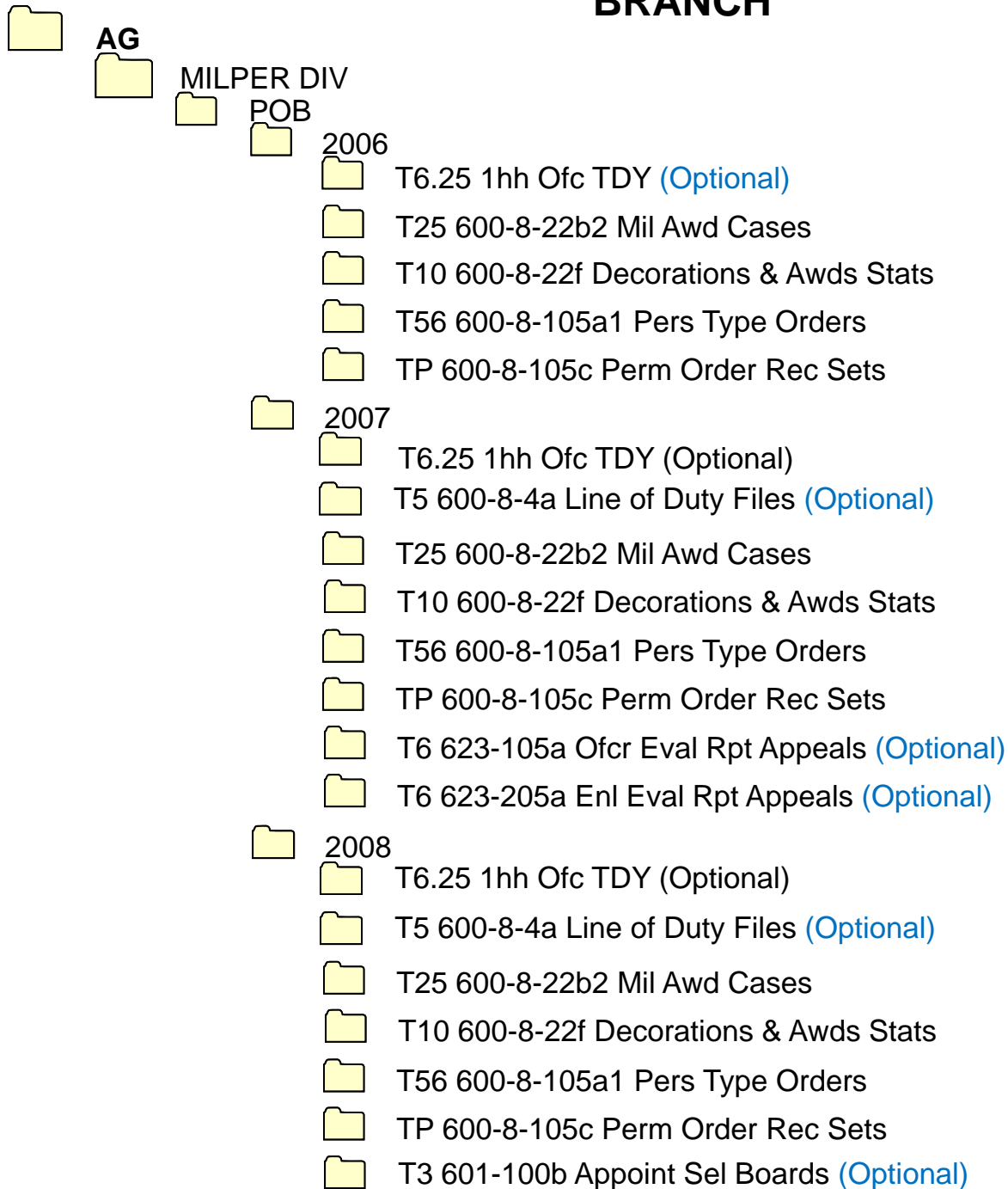
EXAMPLE OF A SHARED DRIVE UNDER 5/15TH CAV (EXPANDED)



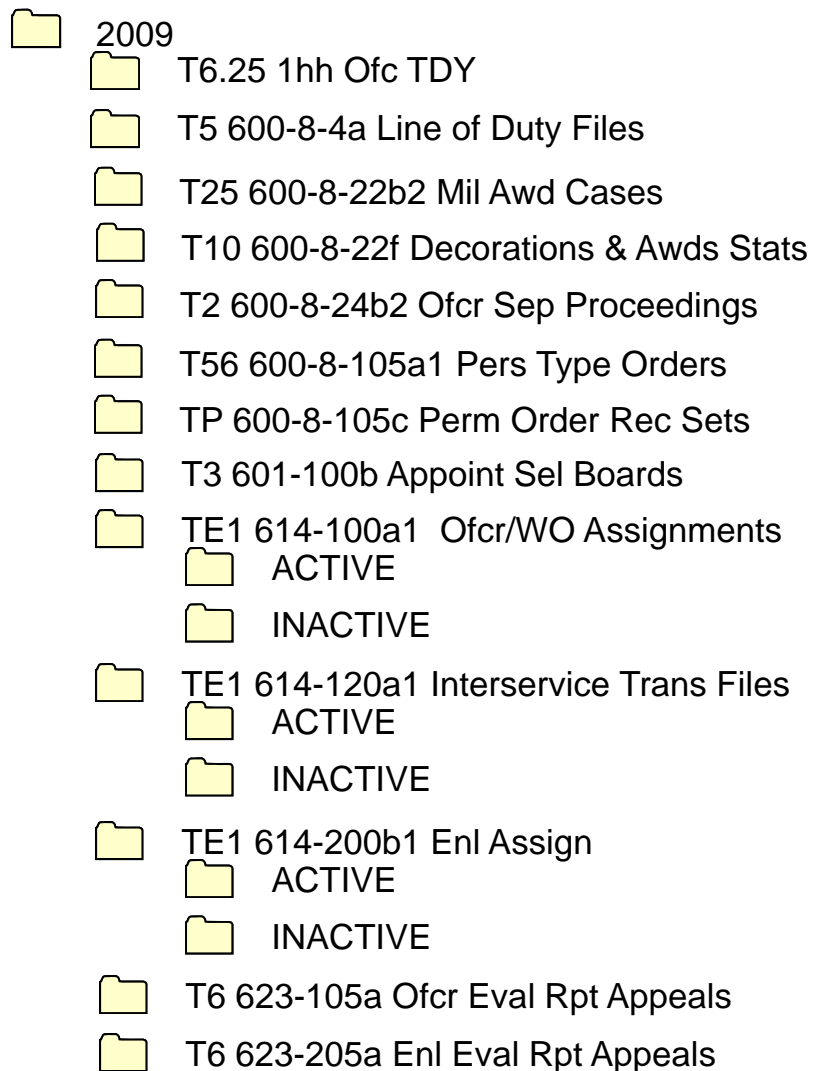
EXAMPLE OF A SHARED DRIVE UNDER AG DIRECTOR'S OFC



EXAMPLE OF A SHARED DRIVE UNDER PERSONNEL OPS BRANCH



EXAMPLE OF A SHARED DRIVE UNDER POB (CONT'D)



TRANSMITTING TO AEA

Walk Through of Upload and Search Process

QUESTIONS?

TRANSMITTING TO AEA
Student Transmit to AEA and Conduct Search

<https://train.arims.army.mil>

QUESTIONS?

CLASS EVALUATION

_____ **Well Organized**

_____ **Instructor Prepared**

_____ **Questions Answered**

_____ **Information Useful**

1 – Excellent

2 – Above Average

3 – Average

4 – Needs Improvement

5 - Poor

1. What should be added?

2. What should be deleted?

3. Would you recommend this training to others? ____ Yes ____ No

4. Remarks.
